



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** **September 17, 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. Announcement – Today's Special Meeting replaces the Regular Meeting that was scheduled for September 10
- A4. Motion to Approve September 17, 2024 Special Meeting Agenda (GC §54954.2)

B. Consent Calendar

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

- B1. Motion to Approve July 9, 2024 Regular Meeting Minutes
- B2. Motion to Approve August 6, 2024 Special Meeting Minutes
- B3. Motion to Approve August 9, 2024 Special Meeting Minutes
- B4. Motion to Approve June 2024 Warrants/Expenditures (w/CalCard details)
- B5. Motion to Approve July 2024 Warrants/Expenditures (w/CalCard details)

- B6. Motion to Approve August 2024 Warrants/Expenditures (w/CalCard details)
- B7. Motion to Approve Payroll for the pay periods ending July 15, July 31, August 15 and August 31, 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 August 2024
- c) Fleet Mileage/Hours/Service Report for August 2024
- d) Monthly Budget Report for July and August 2024

D2. Captains' Report

D3. Professional Firefighters Association – Teamsters Local #856 Report

D4. Volunteer Firefighters Association Report

D5. City Council Representative's Report

D6. Board of Supervisors Representative's Report

D7. Directors Activity Reports

E. Action Items

- E1. Review, discussion and possible vote on accepting the GASB75 Valuation Report for period ending June 30, 2024
- E2. Review, discussion and possible vote on engaging Smith & Newell to perform the 2023-24 Audit
- E3. Review, discussion and possible vote on Resolution 24/25-03, a Resolution to Transfer \$125,045 in Mitigation Fund Revenue to an Operating Fund for the Purpose of Replenishing Reserves Used to Fund Capital Purchases and Equipment Lease Payments Incurred During the 2023-24 Fiscal Year.
- E4. Review, discussion and possible vote on approving the annual Mitigation Report to the City of Lakeport and County of Lake for fiscal year 2023-24

Lakeport Fire Protection District
Board of Directors Special Meeting Agenda for September 17, 2024

- E5. Review, discussion and possible vote on approving the Annual Measure M report for the Fiscal Year ending June 30, 2024
- E6. Review, discussion and possible vote on changing the day and time of regular monthly board meeting (Item requested by Chair Gabe)
- E7. Review, discussion and possible vote on whether or not to hire a 3rd party negotiator to assist management in labor negotiations (item requested by Chief Reitz)
- E8. Review, discuss and provide guidance to Fire Chief regarding the ongoing maintenance issues with Engine 5011 (item requested by Chief Reitz)
- E9. Review, discussion and possible vote on changing the format of the Fire Chief's annual written performance evaluation (item requested by Chief Reitz)

F. Request for Future Agenda Items

G. Closed Session (GC §54957.7)

G1. Conference re Labor Negotiations (GC §54956.6)

Agency Designated Representatives: Dir Brown, Dir Britton, Chief Reitz
Employee Organization: Teamsters Local 856

H. Open Session

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

I. Adjournment

Agenda Posted Per GC §54954.2
on September 13, 2024, at 5:00 p.m.

Ray Lavelle

Ray Lavelle, Board Clerk



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BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 9, 2024, 5:30 P.M.

Lakeport Fire Protection District

445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 5:30 PM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

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

Staff Present: Fire Chief Patrick Reitz and Admin Lavelle

A3. Motion to Approve July 9, 2024 Regular Meeting Agenda (GC §54954.2)

Director Warrenburg made a motion, seconded by Director Bedford, to approve the June 9, 2024 Regular Meeting agenda as distributed.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

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 June 11, 2024 Regular Meeting Minutes
- B2. Motion to Approve June 2024 Warrants/Expenditures (CalCard detail provided next month)
- B3. Motion to Approve Payroll for the pay periods ending June Holiday Pay, June 15 and June 30, 2024

Director Warrenburg made a motion, seconded by Director Britton, to approve the consent calendar as distributed.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

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 given

D. Reports – Information/Discussion

- D1. Fire Chief's Report
 - a) Chief's Activity Report (copy attached)
Chief Reitz reported on numerous meetings and activities that have occurred since the last meeting.
 - b) Incident Log for June 2024
The incident log for June 2024 was reviewed.
 - c) Fleet Mileage/Hours/Service Report for June 2024
The Fleet Mileage/Hours/Service Report for June was reviewed.
 - d) Monthly Budget Report for June 2024
The June 2024 Monthly Budget Report was reviewed.
- D2. Administration Report
None given.
- D3. Captains' Report
Captain Johnson reported on 4th of July activities.
- D4. Professional Firefighters Association – Teamsters Local #856 Report
None given.
- D5. Volunteer Firefighters Association Report
It was reported that the volunteers held a BBQ for the Pyrorre family.

- D6. City Council Representative's Report
Councilmember Disney thanked the first responders for their work on July 4th. He also requested better coordination with the City of Lakeport in the future if actions such as closing Vista Park are to be taken by the District.
- D7. Board of Supervisors Representative's Report
Supervisor Green thanks the first responders for their work on July 4th and expressed his general concerns about the safety of allowing fireworks.
- D8 Directors Activity Reports
None given.

E. Action Items

- E1. Review, discussion and possible vote authorizing the Fire Chief to enter into a contract with Brelje & Race Consulting Engineers, in an amount not to exceed \$75,000, for engineering services and core sample testing at 445 N Main St and 901 Larrecou Lane

Director Britton made a motion, seconded by Director Warrenburg, authorizing the Fire Chief to enter into a contract with Brelje & Race Consulting Engineers, in an amount not to exceed \$75,000, for engineering services and core sample testing at 445 N Main St and 901 Larrecou Lane.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

- E2. Review, discussion and possible vote on accepting the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2019 thru June 30, 2024 re: the Payment and Reporting of Holiday Pay to CalPERS as a result of recent Holiday Pay Audit by CalPERS

Director Warrenburg made a motion, seconded by Director Britton, to accept the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2019 thru June 30, 2024 re: the Payment and Reporting of Holiday Pay to CalPERS as a result of recent Holiday Pay Audit by CalPERS

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

- E3. Review, discussion and possible vote accepting the 2023-24 Gann Limit/Prop 4 Compliance Report

Director Britton made a motion, seconded by Director Warrenburg, to accept the 2023-24 Gann Limit/Prop 4 Compliance Report

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

- E4. Review, discussion and selection of one of four (4) proposals to provide legal services to the District

Director Britton made a motion, seconded by Director Warrenburg, to enter into an agreement with Best Best & Krieger LLP to provide legal services to the District.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

- E5. Review, discussion and possible vote authorizing the Fire Chief to enter into a contract with Ridgeline Municipal Strategies, in an amount not to exceed \$27,500, for a nexus study regarding the Schedule of Fees for Services.

Director Britton made a motion, seconded by Director Warrenburg, to authorize the Fire Chief to enter into a contract with Ridgeline Municipal Strategies, in an amount not to exceed \$27,500, for a nexus study regarding the Schedule of Fees for Services.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

F. Request for Future Agenda Items

- 1) **Adopted Budget**
- 2) **Annual CPI increase for Measure M Parcel tax**
- 3) **Increase to Ambulance Fees**
- 4) **Closed Session re: Labor Negotiations**

G. Adjournment

Chair Gabe adjourned the meeting at 6:50 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman

DRAFT



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BOARD OF DIRECTORS SPECIAL MEETING **MINUTES**

August 6, 2024, 5:30 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453

A. Call to Order 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 and Admin Lavelle

A3. Chair Gabe announced that today’s meeting replaces the Regular meeting that was scheduled for August 13

A4. Motion to Approve August 6, 2024 Special Meeting Agenda (GC §54954.2)

Director Warrenburg made a motion, seconded by Director Brown, to approve the August 6, 2024 Special Meeting agenda as distributed.

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

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.

No Consent Calendar items were submitted for approval

C. Public Hearing regarding Proposed Adopted Budget for 2024-25 Fiscal Year and Possible Increase to Measure "M" parcel tax

C1. Open Public Hearing

Chair Gabe opened the public hearing at 5:33 PM

C2. Solicit Public Comment

A resident asked questions regarding the proposed budget

C3. Close Public Hearing

Chair Gabe closed the public hearing at 5:39 PM

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 given

E. Reports – Information/Discussion

E1. Fire Chief's Report

a) Chief's Activity Report

Chief Reitz reported on his activities since the last meeting.

b) Incident Log for July 2024

The incident log for July was reviewed.

c) Fleet Mileage/Hours/Service Report for July 2024

The Fleet Mileage/Hours/Service Report for July was reviewed.

(The July Monthly Budget Report will be presented at September's board meeting)

E2. Captains' Report

None given.

E3. Professional Firefighters Association – Teamsters Local #856 Report

None given.

E4. Volunteer Firefighters Association Report

None given.

E5. City Council Representative's Report

None given.

E6. Board of Supervisors Representative's Report

None given.

E7. Directors Activity Reports

None given.

F. Action Items

- F2. Review, discussion and possible vote changing the Measure “M” parcel tax fee for 2024-25

Director Brown made a motion, seconded by Director Warrenburg, to raise the Measure M Rate per Benefit Unit for 2024-25 to \$7.01

Ayes: Britton, Brown & Warrenburg

Noes: Gabe

Absent:

Abstain: Bedford

Motion Failed to Pass by 4/5 majority

Director Briton made a motion, seconded by Director Brown, to raise the Measure M Rate per Benefit Unit for 2024-25 to \$6.93

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- F3. Review, discussion and possible vote on increasing ambulance fees 5% for the 2024-25 fiscal year

Director Warrenburg made a motion, seconded by Director Britton, to increase ambulance fees by 5% for 2024-25

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- F4. Review, discussion and possible vote authorizing the submission of a revised Signature Authorization form to the County Auditor for Fiscal Year 2024-25

Director Brown made a motion, seconded by Director Warrenburg, to authorize the submission of a revised Signature Authorization form to the County Auditor for Fiscal Year 2024-25

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- F5. Review, discussion and possible vote on approving the proposed Canine Peer Support Policy

Director Brown made a motion, seconded by Director Warrenburg, to approved the Canine Support policy as presented.

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- F6. Review, discussion and possible vote on authorizing the Fire Chief to purchase a command unit vehicle for up to \$80,000

Director Britton made a motion, seconded by Director Warrenburg, to authorize the Fire Chief to purchase a command unit vehicle for up to \$80,000

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- F7. Review, discussion and possible vote authorizing payment of the final invoices for the Water Tender transmission replacement and maintenance.

Director Britton made a motion, seconded by Director Brown, to authorize payment of 50% owed to the vendor via wire transfer with the balance to be paid upon the satisfactory review by Chief Reitz and Firefighter/Mechanic Dan Kane of the final inspection report, with video, of the water tender and receipt of the water tender in Lakeport.

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

Director Bedford requested a contingency motion in the event that the vendor insists upon 100% payment before delivery of the water tender rather than the 50% payment authorized by the previous motion.

Director Bedford made a contingency motion, seconded by Director Warrenburg, to authorize the full payment to the vendor via wire transfer upon receipt and positive review of the inspection report with video.

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Contingency Motion Passes

- F8. Review, discussion and possible vote on adopting the Proposed Budget for 2024-25 (Item moved from F1 on the agenda)

Director Brown made a motion, seconded by Director Warrenburg, to adopt the proposed 2024-25 budget as amended by changing the Measure M budgeted revenue to reflect the benefit rate increase authorized by the Board previously at this meeting and authorize submission of the amended budget to the Lake County Auditor's office.

Ayes: Bedford, Britton, Brown, Gabe & Warrenburg

Noes:

Absent:

Abstain:

Motion Passes

- G. Request for Future Agenda Items

Need to reschedule Sept 10 Regular Board meeting to Sept 17 Special Board Meeting

- H. Closed Session (GC §54957.7)

- H1. Conference with Real Property Negotiators (GC §54956.8)

Property: 220 4th Street and 455 N Forbes St in Lakeport (contiguous lots)

Agency Negotiators: Patrick Reitz

Negotiating Parties: Jaime Mendoza

Under Negotiations: Price and Terms of Payment

The Board went into Closed Session at 8:01 PM

- I. Open Session

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

The Board returned from Closed Session at 8:11 PM and Chair Gabe stated no reportable actions were taken in closed session.

J. Adjournment

Chair Gabe adjourned the meeting at 8:13 PM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman

DRAFT



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BOARD OF DIRECTORS SPECIAL MEETING **MINUTES**

August 9, 2024, 9:00 A.M.

Lakeport Fire Protection District

445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 9:00 AM

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

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

Staff Present: Fire Chief Patrick Reitz and Admin Lavelle

A3. Motion to Approve August 9, 2024 Special Meeting Agenda (GC §54954.2)

Director Bedford made a motion, seconded by Director Warrenburg, to approve the August 9, 2024 Special Meeting agenda as distributed.

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

B. Public Comment (GC §54954.3)

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

None given

C. Action Items

C1. Review, discussion and possible vote on adopting Resolution 24/25-02, a Resolution Adjusting Ordinance 1819-01 Measure "M" Parcel Tax Cost per Benefit Unit for Fiscal Year 2024/25

Director Warrenburg made a motion, seconded by Director Britton, to waive the reading and adopt Resolution 24/25-02, a Resolution Adjusting Ordinance 1819-01 Measure "M" Parcel Tax Cost per Benefit Unit for Fiscal Year 2024/25

Ayes: Bedford, Britton, Gabe & Warrenburg

Noes:

Absent: Brown

Abstain:

Motion Passes

D. Adjournment

Chair Gabe adjourned the meeting at 9:03 AM.

Respectfully Submitted:

Ray Lavelle, Board Clerk

Read and Approved:

William Gabe, Board Chairman

June Check Listing

Check #	Check Date	Vendor Name	Check Amt	Description
16300 Tot	06/05/2024	AIRVAC CORPORATION	\$ 32,342.50	Deposit for Exhaust System
16301 Tot	06/05/2024	AMERICAN RIVER BENEFIT ADM	\$ 313.20	Base Life Insurance 06/01/2024
16302 Tot	06/05/2024	AT & T	\$ 171.35	Phones - Stat 50 04/24
16303 Tot	06/05/2024	BUCHHOLZ, GARY	\$ 446.25	J Snider Background Check
16304 Tot	06/05/2024	CA ASSOC OF PROFESSIONAL FIREFIGHT	\$ 383.50	LT Disability Insur FT FFs 06/01/24
16305 Tot	06/05/2024	CANON FINANCIAL SERVICES	\$ 350.00	June Prepayment
16306 Tot	06/05/2024	EUREKA OXYGEN	\$ 942.60	Oxygen Tank Rental
16307 Tot	06/05/2024	FORT BRAGG ELECTRIC	\$ -	VOID-Balance of Station 52 repair
16308 Tot	06/05/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 34,291.88	CalPERS Contributions - 05/15/24
16309 Tot	06/05/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 53,153.18	Payroll Transfer 05-15-24
16310 Tot	06/05/2024	LIFE ASSIST	\$ 4,658.79	Medical Supplies
16311 Tot	06/05/2024	MENDO MILL AND LUMBER CO.	\$ 539.33	Household Maintenance
16312 Tot	06/05/2024	MIDAMERICA ADMINISTRATIVE & RETIREM	\$ 384.00	Quarterly Admin Fee for HRA
16313 Tot	06/05/2024	NAPA (LAKE) AUTO PARTS	\$ 426.94	Vehicle Parts
16314 Tot	06/05/2024	PAK N MAIL	\$ 2,715.12	Weed Abatement Mass Mailing
16315 Tot	06/05/2024	PERFORMANCE TRUCK REPAIR, INC.	\$ -	VOID
16316 Tot	06/05/2024	RAINBOW AG STORE	\$ 109.33	Hay for Lakeside Training Conferenc
16317 Tot	06/05/2024	REITZ, PATRICK	\$ 60.00	Chief Cell Phone Allowance 06/01/24
16318 Tot	06/05/2024	SYSTEMS DESIGN	\$ 2,943.28	Ambulance Billing - 04/01/24
16319 Tot	06/05/2024	TACTICAL FIRE EQUIPMENT LLC	\$ 34,626.60	Fire Hoses
16320 Tot	06/05/2024	TEAMSTERS LOCAL 856 DUES	\$ 752.00	Union Dues 06/01/24
16321 Tot	06/05/2024	TEAMSTERS LOCAL 856 HEALTH & WELFAR	\$ 41,503.48	FT Emp & Retir Insurance - 06/01/24
16322 Tot	06/05/2024	WESTGATE PETROLEUM CO. INC.	\$ 5,649.98	Diesel & Unleaded Fuel
16323 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16324 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16325 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16326 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16327 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16329 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16330 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16331 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16332 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16333 Tot	06/14/2024	VOIDED CHECK	\$ -	Void Checks 16323 - 16341

June Check Listing

16334 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16335 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16336 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16337 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16338 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16339 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16340 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16341 Tot	06/14/2024 VOIDED CHECK	\$ -	Void Checks 16323 - 16341
16342 Tot	06/14/2024 AT & T	\$ 171.76	Phones - Stat 50 05/24
16343 Tot	06/14/2024 BEDFORD, MELISSA	\$ 265.01	Bedford Misc Travel Expenses
16344 Tot	06/14/2024 CASCADE SOFTWARE SYSTEMS- WIN CAM	\$ 190.00	WinCAMS Cloud Hosting
16345 Tot	06/14/2024 EUREKA OXYGEN	\$ 189.28	Oxygen Tank Rental
16346 Tot	06/14/2024 FORT BRAGG ELECTRIC	\$ 143,046.00	Balance of Station 52 repair
16347 Tot	06/14/2024 LAKE COUNTY RECORD BEE	\$ 89.89	Public Hearing Notice-Budget
16348 Tot	06/14/2024 LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 20,682.72	CalPERS Contributions - 05/31/24
16349 Tot	06/14/2024 LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 52,649.90	Payroll Transfer 05-31-24
16350 Tot	06/14/2024 LAKEPORT VOLUNTEERS FIREFIGHTER ASS	\$ 1,000.00	Pass thru Donation from Estes Famil
16351 Tot	06/14/2024 LOCKARD, DENNIS	\$ 675.00	Plan Review - May
16352 Tot	06/14/2024 MENDO MILL AND LUMBER CO.	\$ 232.71	Fuel Grinder w/Cut wheel
16353 Tot	06/14/2024 MTECH INC.	\$ 8,611.29	Fire Suppression Skid for UTV
16354 Tot	06/14/2024 PAK N MAIL	\$ 18.27	Mail Radio to El Paso
16355 Tot	06/14/2024 PERFORMANCE TRUCK REPAIR, INC.	\$ 35,802.98	Water Tender Payment
16356 Tot	06/14/2024 PRECISION WIRELESS SERVICES	\$ 1,216.31	Install Antennae in M5013
16357 Tot	06/14/2024 RIDGELINE MUNICIPAL STRATEGIES	\$ 3,426.32	Mitigation Fee Study April thru May
16358 Tot	06/14/2024 TYSON, JOHN	\$ 21.00	Reimburse for Coffee - Dump Fire
16359 Tot	06/14/2024 US BANK CORPORATE PAYMENT SYSTEM	\$ 9,515.29	May C/C Statement Payment #1
16360 Tot	06/14/2024 WESTGATE PETROLEUM CO. INC.	\$ 2,082.08	Diesel & Unleaded Fuel
16361 Tot	06/28/2024 JOHNSON, SPENCER	\$ 329.73	Reimb for Pizza after Fire Call
16362 Tot	06/28/2024 LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 18,309.39	CalPERS Contributions - 06/15/24
16363 Tot	06/28/2024 LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 67,026.03	Payroll Transfer 06-15-24
16364 Tot	06/28/2024 LIFE ASSIST	\$ 2,792.58	Medical Supplies
16365 Tot	06/28/2024 MENDO MILL AND LUMBER CO.	\$ 58.30	Household Supplies
16366 Tot	06/28/2024 MIDAMERICA ADMINISTRATIVE & RETIREM	\$ 666.66	23-24 HRA Contrib Reisbeck Prorated
16367 Tot	06/28/2024 MOTOROLA SOLUTIONS, INC.	\$ 676.64	Radio Repair - 510

June Check Listing

16368 Tot	06/28/2024 MUNICIPAL EMERGENCY SERVICES - MES	\$ 2,205.36	SCBA Flow Testing
16369 Tot	06/28/2024 NAPA (LAKE) AUTO PARTS	\$ 218.29	Vehicle Parts
16370 Tot	06/28/2024 PERFORMANCE TRUCK REPAIR, INC.	\$ 25,208.33	Water Tender Repairs
16371 Tot	06/28/2024 TELEFLEX	\$ 1,330.00	Medical Supplies
16372 Tot	06/28/2024 US BANK CORPORATE PAYMENT SYSTEM	\$ 38,446.77	June C/C Statement Payment #1
16373 Total	WESTGATE PETROLEUM CO. INC.	\$ 794.90	Diesel & Unleaded
Grand Total		\$654,712.10	

July Check Listing

Check #	Check Date	Vendor Name	Check Amt	Description
16374 Total	07/03/2024	SYSTEMS DESIGN	\$ 2,988.20	Ambulance Billing - June
16375 Total	07/03/2024	REITZ, PATRICK	\$ 60.00	Monthly Cell Phone Allowance
16376 Total	07/03/2024	LOCKARD, DENNIS	\$ 990.00	August 23 bill rec'd late Plan Rvw
16377 Total	07/03/2024	GOLDEN STATE RISK MANAGEMENT AGENCY	\$ 269,095.00	24/25 Insurance Premium
16378 Total	07/03/2024	EMERGENCY SERVICES CONSULTING, INC	\$ 14,000.00	50% Completion Payment
16379 Total	07/03/2024	CASCADE SOFTWARE SYSTEMS- WIN CAM	\$ 1,737.81	Annual Maintenance - CAMS
16380 Total	07/03/2024	CANON FINANCIAL SERVICES	\$ 350.00	July Prepayment
16381 Total	07/03/2024	CA ASSOC OF PROFESSIONAL FIREFIGHT	\$ 383.50	LT Disability 07/01/24
16382 Total	07/03/2024	AT & T	\$ 171.20	Monthly Phone - Landlines - July
16383 Total	07/03/2024	AMERICAN RIVER BENEFIT ADM	\$ 313.20	Base Life Insurance - 07/01/24
16384 Total	07/03/2024	WESTGATE PETROLEUM CO. INC.	\$ 1,093.32	Diesel
16385 Total	07/03/2024	TEAMSTERS LOCAL 856 HEALTH & WELFAR	\$ 47,121.40	Health Insurance - July
16386 Total	07/03/2024	TEAMSTERS LOCAL 856 DUES	\$ 752.00	Teamsters Dues - July
16387 Total	07/03/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 100,000.00	Replenish 09.00 PR Acct to Begin Yr
16388 Total	07/12/2024	BROWN, DAVID	\$ 130.19	Reimburs for Pizza after Fire
16389 Total	07/12/2024	CASCADE SOFTWARE SYSTEMS- WIN CAM	\$ 190.00	WinCAMS Cloud Hosting - 07/01/24
16390 Total	07/12/2024	EUREKA OXYGEN	\$ 183.40	Oxygen Tank Rental
16391 Total	07/12/2024	FAILSAFE TESTING	\$ 2,007.76	Annual Ground Ladder Testing
16392 Total	07/12/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 36,610.08	CalPERS Reimburs - PE 06/30/24
16393 Total	07/12/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 53,812.39	Payroll Acct Transfer - PE 06/30/24
16394 Total	07/12/2024	LIFE ASSIST	\$ 3,965.04	Medical Supplies
16395 Total	07/12/2024	LOCKARD, DENNIS	\$ 1,530.00	Plan Review - 06/30/24
16396 Total	07/12/2024	MENDO MILL AND LUMBER CO.	\$ 51.68	Household Maintenance
16397 Total	07/12/2024	NAPA (LAKE) AUTO PARTS	\$ 284.68	DEF
16398 Total	07/12/2024	TEAMSTERS LOCAL 856 HEALTH & WELFAR	\$ 499.00	Health Insurance - July Pymt Short
16399 Total	07/12/2024	UNITED STATES TREASURY	\$ 54.74	Tax Form 720 for 2024
Grand Total			\$ 538,374.59	

August Check Listing

Check#	Check Date	Vendor Name	Check Amt	Description
16400 Tot	08/02/2024	AMERICAN RIVER BENEFIT ADM	\$ 313.20	Base Life Insurance - 08/01/24
16401 Tot	08/02/2024	CA ASSOC OF PROFESSIONAL FIREFIGHT	\$ 383.50	LT Disability 08/01/24
16402 Tot	08/02/2024	CANON FINANCIAL SERVICES	\$ 350.00	August Prepayment
16403 Tot	08/02/2024	CASCADE SOFTWARE SYSTEMS- WIN CAM	\$ 190.00	WinCAMS Cloud Hosting - 08/01/24
16404 Tot	08/02/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 42,087.26	CalPERS Reimburs - PE 07/15/24
16405 Tot	08/02/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 49,008.53	Payroll Acct Transfer - PE 07/15/24
16406 Tot	08/02/2024	PERFORMANCE TRUCK REPAIR, INC.	\$ 11,884.57	Water Tender Repairs
16407 Tot	08/02/2024	REITZ, PATRICK	\$ 60.00	Monthly Cell Phone Allowance
16408 Tot	08/02/2024	TEAMSTERS LOCAL 856 DUES	\$ 544.00	Teamsters Dues - August
16409 Tot	08/02/2024	TEAMSTERS LOCAL 856 HEALTH & WELFAR	\$ 44,811.44	Health Insurance - August
16410 Tot	08/09/2024	DESERT MOUNTAIN COLDFIRE	\$ 7,368.94	Foam Fire Retardant
16411 Tot	08/09/2024	GOLDEN STATE EMERGENCY VEHICLE SERV	\$ 244.78	Tax not invoiced on WI02914
16412 Tot	08/09/2024	JOHNSON, SPENCER	\$ 160.00	Rental of Personal Side-by-Side UTV
16413 Tot	08/09/2024	KELSEYVILLE FIRE PROTECTION DISTRIC	\$ 90.00	Solar - Greg Hanson, Sunfirst Solar
16414 Tot	08/09/2024	LAKE COUNTY RECORD BEE	\$ 140.54	Public Hearing Ad
16415 Tot	08/09/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 54,289.41	Payroll Acct Transfer - PE 07/31/24
16416 Tot	08/09/2024	LAKEPORT FIRE PROTECTION DISTRICT	\$ -	VOID -Wire xfer - Performance Truck
16417 Tot	08/09/2024	MIDAMERICA ADMINISTRATIVE & RETIREM	\$ 167.00	Pro-rated HRA - Josh Philippi
16418 Tot	08/09/2024	NAPA (LAKE) AUTO PARTS	\$ 55.40	Vehicle Parts
16419 Tot	08/09/2024	SMITH, WYATT	\$ 773.01	Uniform Pants and Belt - W Smith
16420 Tot	08/09/2024	TYSON, JOHN	\$ 250.00	Paramedic Recertifications
16421 Tot	08/09/2024	US BANK CORPORATE PAYMENT SYSTEM	\$ 9,335.95	July C/C Payment #1
16422 Tot	08/09/2024	WESTGATE PETROLEUM CO. INC.	\$ 4,089.15	Diesel & Unleaded
16423 Tot	08/16/2024	WHALING, MARK	\$ 78,000.00	Capital Purchase of Command Vehicle
16424 Tot	08/30/2024	ACTUARIAL RETIREMENT CONSULTING	\$ 500.00	GASB75 Disclosure Report FYE 2024
16425 Tot	08/30/2024	AT & T	\$ 176.25	Monthly Phone - Landlines - August
16426 Tot	08/30/2024	BAUER COMPRESSORS	\$ 1,482.16	Annual SCBA Prevent Maintenance
16427 Tot	08/30/2024	BRAUN NW, INC.	\$ 51,260.06	Balance of Amb Remount w/Change Ord
16428 Tot	08/30/2024	COUNTY OF LAKE - INFORMATION TECHNO	\$ 17.50	IT Support
16429 Tot	08/30/2024	CUMMINS SALES & SERVICE	\$ 749.00	E5211 Repairs
16430 Tot	08/30/2024	EUREKA OXYGEN	\$ 200.48	Oxygen Tank Rental
16431 Tot	08/30/2024	GOLDEN STATE EMERGENCY VEHICLE SERV	\$ 223.07	E5011 Low Coolant Probe
16432 Tot	08/30/2024	GRANICUS	\$ 5,092.32	Annual Webhosting/Compliance

August Check Listing

16433 Tot	08/30/2024	KELSEYVILLE FIRE PROTECTION DISTRIC	\$ 1,799.50	Class A Foam for Transfer Stat Fire
16434 Tot	08/30/2024	LAKEPORT FIRE (CALPERS ACCOUNT)	\$ 37,203.88	CalPERS Reimburs - PE 07/31/24
16435 Tot	08/30/2024	LAKEPORT FIRE (PAYROLL ACCOUNT)	\$ 52,704.46	Payroll Acct Transfer - PE 08/15/24
16436 Tot	08/30/2024	LAKEPORT FIRE PROTECTION DISTRICT	\$ 25,030.00	Wire xfer - Water Tender Repair
16437 Tot	08/30/2024	LIFE ASSIST	\$ 4,956.84	Medical Supplies
16438 Tot	08/30/2024	LOCALITY MEDIA	\$ 15,660.00	2024-25 FirstDue Subscription
16439 Tot	08/30/2024	MENDO MILL AND LUMBER CO.	\$ 481.69	Household Maintenance
16440 Tot	08/30/2024	MIDAMERICA ADMINISTRATIVE & RETIREM	\$ 384.00	Quarterly HRA Admin Fee Apr-June
16441 Tot	08/30/2024	NBS	\$ 2,539.75	Measure M Quarterly Fee
16442 Tot	08/30/2024	NORTH COAST EMERGENCY MEDICAL SERV	\$ 714.00	FY 24-25 Annual Fee for NCEMS
16443 Tot	08/30/2024	QUENCH USA, INC	\$ 210.00	Quarterly Water Cooler Rental
16444 Tot	08/30/2024	SYSTEMS DESIGN	\$ 3,077.36	Ambulance Billing - July
16445 Tot	08/30/2024	TELEFLEX	\$ 2,369.80	Medical Supplies
16446 Tot	08/30/2024	WESTGATE PETROLEUM CO. INC.	\$ 2,635.45	Diesel & Unleaded
Grand Total			\$514,064.25	

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **07/01/24 - 07/15/24**

<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	10,568.33	
Salaries & Wages-Permanent	FT Shift	01.11 B	40,538.18	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	5,027.02	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	2,068.95	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	363.96	
Salaries & Wages -Overtime	FT Admin OT	01.13 C		
Salaries & Wages - FLSA	FLSA	01.13 F	1,120.59	
Medicare - EmployER Paid		02.21 A	808.61	
FICA- EmployER Paid		02.21 B	19.76	
Medical Insur Reimb (PR Code 36)		03.30 A		1,966.30
Union Dues (PR Code 39)		02.23 C		350.00
CAPF (PR Code C)		02.23 B		177.00
PERS After Tax (PR Codes 53 & 55)	CalPERS EE Contribs	02.23 A		6,744.37
PERS 1959 Survivor (PR Code 59)	CalPERS EE Contribs	02.22 H		44.20
Deferred Comp (PR Code K & RTH)	CalPERS EE Contribs	02.28 A		2,125.00
Deferred Comp (PR Code K)	Nationwide EE Contrib	02.28 B		100.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		49,008.53
Payroll Clearing Account		09.00		
TOTAL			60,515.40	60,515.40

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **07/16/24 - 07/31/24**

<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	10,673.33	
Salaries & Wages-Permanent	FT Shift	01.11 B	41,616.28	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	6,333.90	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	4,393.17	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	688.32	
Salaries & Wages -Overtime	FT Admin OT	01.13 C		
Salaries & Wages - FLSA	FLSA	01.13 F	1,125.44	
Medicare - EmployER Paid		02.21 A	883.19	
FICA- EmployER Paid		02.21 B	100.79	
Medical Insur Reimb (PR Code 36)		03.30 A		1,966.30
Union Dues (PR Code 39)		02.23 C		350.00
CAPF (PR Code C)		02.23 B		177.00
PERS After Tax (PR Codes 53 & 55)	CalPERS EE Contribs	02.23 A		6,762.51
PERS 1959 Survivor (PR Code 59)	CalPERS EE Contribs	02.22 H		44.20
Deferred Comp (PR Code K & RTH)	CalPERS EE Contribs	02.28 A		2,125.00
Deferred Comp (PR Code K)	Nationwide EE Contrib	02.28 B		100.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		54,289.41
Payroll Clearing Account		09.00		
TOTAL			65,814.42	65,814.42

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **08/01/24 - 08/15/24**

<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	10,463.32	
Salaries & Wages-Permanent	FT Shift	01.11 B	38,053.41	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	6,005.01	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	6,982.09	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	337.26	
Salaries & Wages -Overtime	FT Admin OT	01.13 C		
Salaries & Wages - FLSA	FLSA	01.13 F	1,125.44	
Medicare - EmployER Paid		02.21 A	913.01	
FICA- EmployER Paid		02.21 B	80.37	
Medical Insur Reimb (PR Code 36)		03.30 A		1,966.30
Union Dues (PR Code 39)		02.23 C		350.00
CAPF (PR Code C)		02.23 B		177.00
PERS After Tax (PR Codes 53 & 55)	CalPERS EE Contribs	02.23 A		6,492.95
PERS 1959 Survivor (PR Code 59)	CalPERS EE Contribs	02.22 H		44.20
Deferred Comp (PR Code K & RTH)	CalPERS EE Contribs	02.28 A		2,125.00
Deferred Comp (PR Code K)	Nationwide EE Contrib	02.28 B		100.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		52,704.46
Payroll Clearing Account		09.00		
TOTAL			63,959.91	63,959.91

DISTRICT AUTH. SIGNATURE _____

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service
for the pay period **08/16/24 - 08/31/24**

<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		
Salaries & Wages-Permanent	FT Shift	01.11 B	49,304.91	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	6,342.27	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	7,319.35	
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		
Medicare - EmployER Paid		02.21 A		
FICA- EmployER Paid		02.21 B		
Medical Insur Reimb (PR Code 36)		03.30 A		1,966.30
Union Dues (PR Code 39)		02.23 C		350.00
CAPF (PR Code C)		02.23 B		177.00
PERS After Tax (PR Codes 53 & 55)	CalPERS EE Contribs	02.23 A		6,492.95
PERS 1959 Survivor (PR Code 59)	CalPERS EE Contribs	02.22 H		44.20
Deferred Comp (PR Code K & RTH)	CalPERS EE Contribs	02.28 A		2,125.00
Deferred Comp (PR Code K)	Nationwide EE Contrib	02.28 B		100.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		52,704.46
Payroll Clearing Account		09.00		
TOTAL			62,966.53	63,959.91

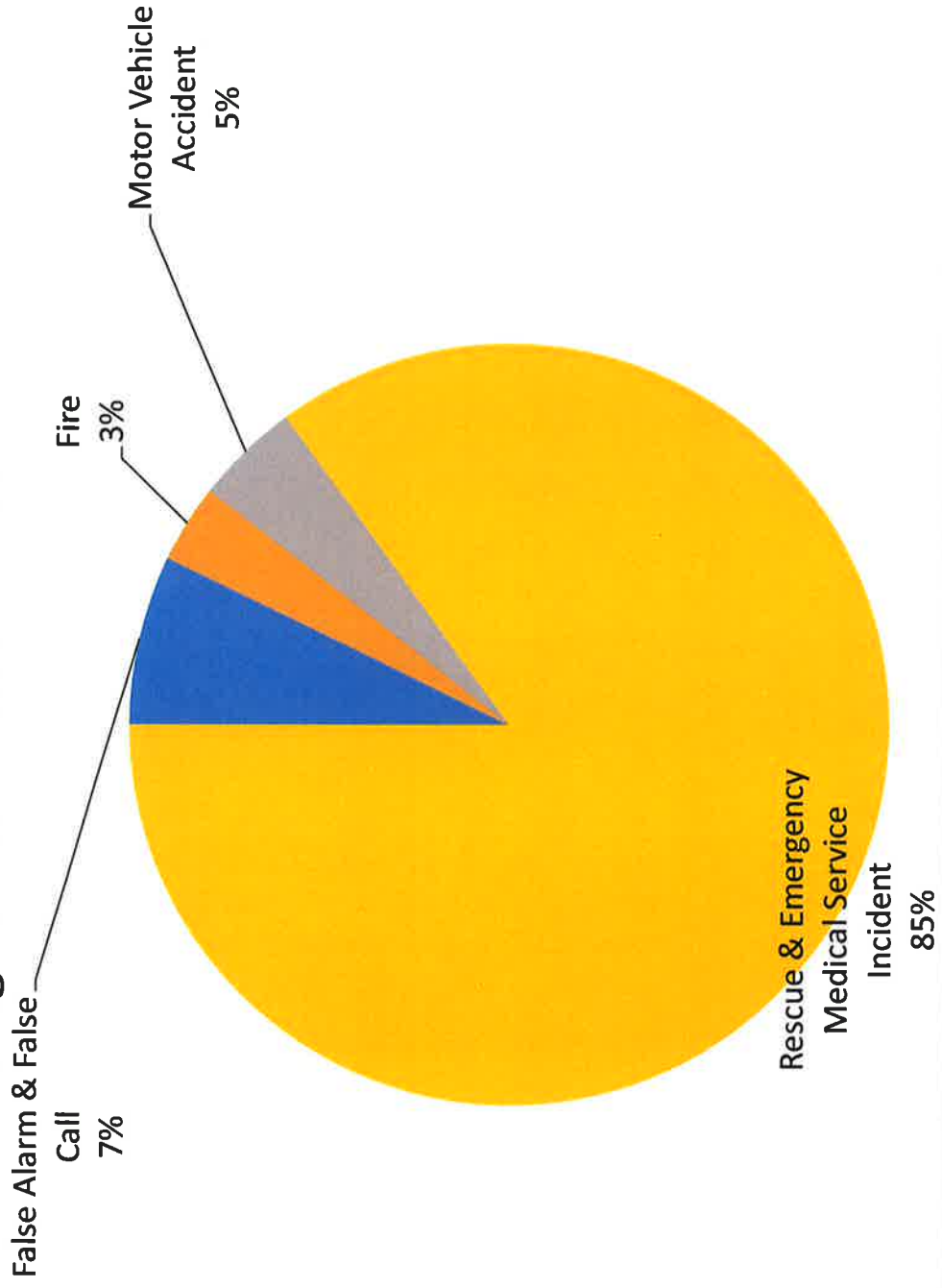
DISTRICT AUTH. SIGNATURE _____

INCIDENT COUNT - AUGUST 2024	
Incident Type	Count
Building fire	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	1
Brush or brush-and-grass mixture fire	2
Grass fire	1
Dumpster or other outside trash receptacle fire	1
Emergency medical service, other	2
EMS call, excluding vehicle accident with injury	152
Motor vehicle accident with injuries	4
Motor vehicle/pedestrian accident (MV Ped)	1
Motor vehicle accident with no injuries.	3
Swimming/recreational water areas rescue	1
Public service	7
Assist invalid	11
Dispatched & cancelled en route	40
No incident found on arrival at dispatch address	5
Smoke scare, odor of smoke	1
False alarm or false call, other	1
Alarm system sounded due to malfunction	2
Smoke detector activation, no fire - unintentional	1
Detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	2
Total:	241

AID GIVEN - AUGUST 2024	
Incident Type	Count
Building fire	1
EMS call, excluding vehicle accident with injury	20
Motor vehicle accident with injuries	1
Dispatched & cancelled en route	22
Total:	44

AID RECEIVED - AUGUST 2024	
Incident Type	Count
Passenger vehicle fire	1
Brush or brush-and-grass mixture fire	1
Grass fire	1
EMS call, excluding vehicle accident with injury	11
Motor vehicle accident with no injuries	1
Public service	1
Dispatched & cancelled en route	1
Alarm system activation, no fire - unintentional	1
No incident found on arrival at dispatch address	1
Total:	19

August 2024- Call Breakdown

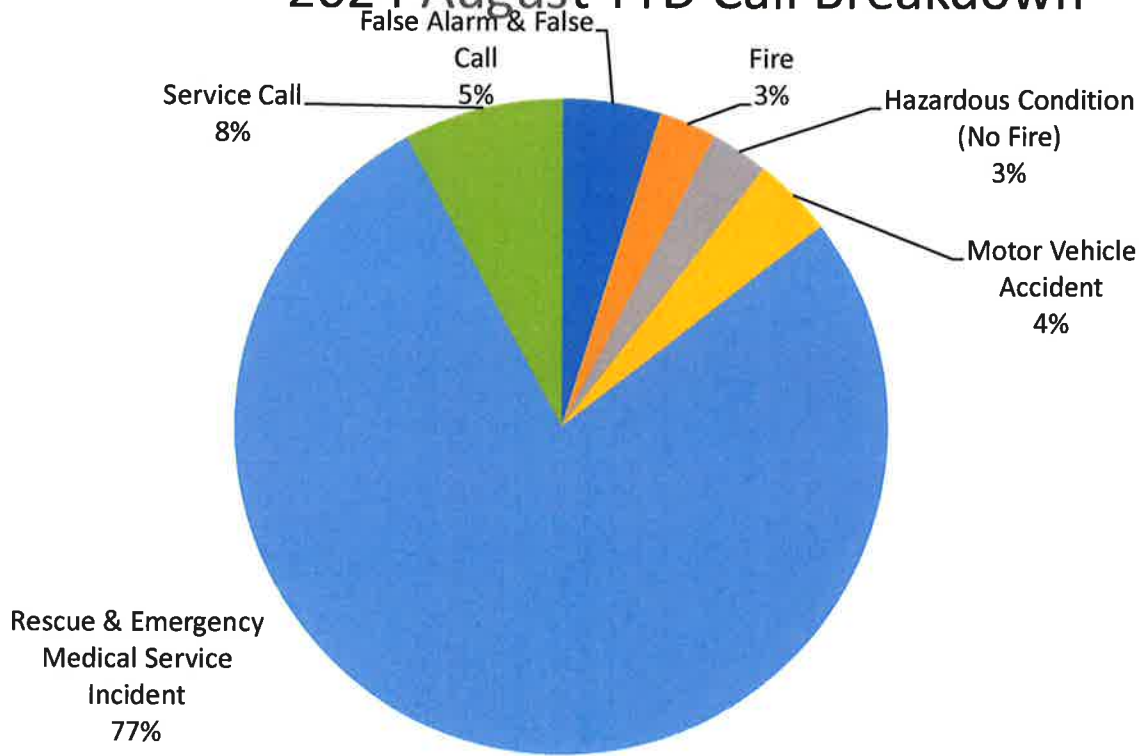


TOTAL INCIDENTS YTD 2024		
Incident Type	Count	2023
Building fire	7	12
Cooking fire, confined to container	2	2
Chimney or flue fire, confined to chimney or flue	3	2
Trash or rubbish fire, contained	5	6
Passenger vehicle fire	5	5
Forest, woods or wildland fire	4	1
Brush or brush-and-grass mixture fire	5	10
Grass fire	11	1
Outside rubbish fire, other	3	1
Outside rubbish, trash, or waste fire	1	3
Excessive heat, scorch burns with no ignition	0	1
Rescue, EMS incident, other	1	1
Medical assist, assist EMS crew	8	0
Emergency medical service, other	8	4
EMS call, excluding vehicle accident with injury	1220	1147
Motor vehicle accident with injuries	50	66
Motor vehicle/pedestrian accident (MV Ped)	2	1
Motor vehicle accident with no injuries.	19	16
Removal of victim(s) from stalled elevator	0	1
Trench/below-grade rescue	1	0
Swimming/recreational water areas rescue	3	0
Watercraft rescue	0	1
Hazardous condition, other	8	8
Gasoline or other flammable liquid spill	0	1
Gas leak (natural gas or LPG)	7	9
Carbon monoxide incident	1	2
Electrical wiring/equipment problem, other	7	2
Overheated motor	0	1
Heat from short circuit (wiring), defective/worn	2	0
Power line down	20	40
Arcing, shorted electrical equipment	1	1
Service Call, other	1	2
Person in distress, other	4	3
Lock-out	3	3
Water problem, other	1	1
Public service assistance, other	12	11
Assist police or other governmental agency	4	1
Police matter	2	1
Public service	59	146
Assist invalid	40	7
Unauthorized burning	1	0
Good intent call, other	1	0
Dispatched & cancelled en route	285	285
Wrong location	1	0
No incident found on arrival at dispatch address	18	8
Authorized controlled burning	3	0
Smoke scare, odor of smoke	13	12
Steam, vapor, fog or dust thought to be smoke	1	1
False alarm or false call, other	13	7
Municipal alarm system, malicious false alarm	7	1
Local alarm system, malicious false alarm	1	0
Smoke detector activation due to malfunction	1	0
Alarm system sounded due to malfunction	5	1
CO detector activation due to malfunction	2	1
Severe weather or natural disaster, other	0	0
Unintentional transmission of alarm, other	1	2
Detector activation, no fire - unintentional	2	3
Alarm system activation, no fire - unintentional	9	14
Severe weather or natural disaster, other	0	2
Special type of incident, other	0	1
Total:	1883	1838

YTD AID GIVEN - 2024		
Incident Type	Count	2023
Building fire	5	4
Forest, woods or wildland fire	2	3
Grass fire	4	2
Outside rubbish fire, other	1	0
EMS call, excluding vehicle accident with injury	84	58
Motor vehicle accident with injuries	15	12
Motor vehicle accident with no injuries	1	0
Watercraft rescue	0	1
Power line down	1	0
Public service	2	4
Assist invalid	3	3
Unauthorized burning	1	87
Dispatched & cancelled en route	176	138
Wrong location	1	0
No incident found on arrival at dispatch address	2	1
Special type of incident, other	0	1
Total:	298	313

YTD AID RECEIVED - 2024		
Incident Type	Count	2023
Building fire	2	3
Chimney or flue fire, confined to chimney or flue	1	1
Trash or rubbish fire, contained	1	1
Passenger vehicle fire	3	2
Forest, woods or wildland fire	2	2
Brush or brush-and-grass mixture fire	3	5
Grass fire	3	0
Medical assist, assist EMS crew	1	0
Emergency medical service, other	1	1
EMS call, excluding vehicle accident with injury	104	107
Motor vehicle accident with injuries	6	12
Motor vehicle accident with no injuries	2	3
Gas leak (natural gas or LPG)	0	1
Carbon monoxide incident	0	1
Person in distress, other	2	2
Public service assistance, other	2	5
Assist invalid	1	0
Dispatched & cancelled en route	11	7
No incident found on arrival at dispatch address	2	1
Smoke scare, odor of smoke	2	2
False alarm or false call, other	1	2
Municipal alarm system, malicious false alarm	1	1
Alarm system activation, no fire - unintentional	1	1
Total:	152	159

2024 August YTD Call Breakdown



DZ(c)

DZ(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
	AUGUST	MILES	AUGUST	HOURS	AUGUST	HOURS	AUGUST	HOURS			
E5011	33,177	1,434	2,590	134	127	7.00			Jan-24	1,889	701 hr.
T5011	20,274	-	2,471	-	131.0	0.00	727	0	Aug-21	19,100	1174 mi.
E5012	162,053	1,014	16,293	16	1,098.0	7.00			Jul-23	15,905	388 hr.
E5031	21,337	148	1,492	25	217.0	9.0			Apr-18	17,200	4137 mi.
E5021	31,528	51	3,175	4					Aug-22	3,111	64 hr.
M5011	1,603	1,603	79	79					Jul-22	91,719	-90116 mi.
M5012	108,458	-	5,898	-					Jul-22	90,520	17938 mi.
E5211	51,335	-	4,591	-	1,328.0	0.00			Oct-22	4,260	331 hr.
WT5011	21,489	1,272							Jun-22	21,005	484 mi.
U5011	104,242	145							Sep-22	94,678	9564 mi.
C500	73,308	873							Aug-23	64,417	8891 mi.
U5012	37,910	1,623							Oct-23	27,039	10871 mi.
Ski5011			77	-							
Ski5012			78	-							
UTV5011	1197	0									
STATION 50 GENERATOR											
			562	2							
E5011	2021	Pierce	Enforcer								
T5011	1999	Seagrave	Quint								
E5012	2003	Pierce	Dash	West Sac Engine							
E5031	2011	Intl.	Crimson	Spartan							
E5021	1998	Intl.	Opperman								
M5011	2014	Dodge	Braun								
M5012	2015	Dodge	Braun								
E5211	2001	Central States		Spartan							
WT5011	1984	Kenworth	Opperman								
U5011	2008	Dodge	Ram 1500								
C500	2015	Ford	F250								

General Fund - 354		Adopted	7/31/2024		8%	
Account #	APPROPRIATIONS	Budget	This Month	YTD	% of Budget	Remaining \$
01-11	Salaries - Permanent	1,177,000	46,402	46,402	4%	1,130,598
01-12	Extra Help	90,000	5,923	5,923	7%	84,077
01-13	Overtime - Holiday -	245,000	4,520	4,520	2%	240,480
02-21	Social Security - Medicare	24,000	935	935	4%	23,065
02-22	CalPERS	430,000	29,887	29,887	7%	400,113
02-23	CalPERS Clearing	13,000	(179)	(179)	-1%	13,179
02-28	Deferred Comp Clearing Account	15,000	(1,375)	(1,375)	-9%	16,375
03-30	Health/Life Insurance	486,000	40,481	40,481	8%	445,519
03-45	Retiree Other Post Emp. Benefits	56,000	2,142	2,142	4%	53,858
04-00	Workers Compensation	117,000	116,769	116,769	100%	231
09-00	Payroll Clearing Account	0	100,000	100,000	n/a	-100,000
Total Salaries and Benefits		2,653,000	345,505	345,505	13%	2,307,495
11-00	Clothing & Personal Supplies	56,000	0	0	0%	56,000
12-00	Communications	142,000	30,408	30,408	21%	111,592
14-00	Household Expense	7,000	32	32	0%	6,968
15-10	Insurance - Prop., Auto and Eq.	35,500	35,432	35,432	100%	68
15-12	Insurance - Public Liability	117,000	116,894	116,894	100%	106
17-00	Maintenance - Vehicles/Equipment	125,000	2,292	2,292	2%	122,708
18-00	Maintenance - Buildings & Grounds	9,000	0	0	0%	9,000
19-40	Medical Supplies	58,000	4,149	4,149	7%	53,851
20-00	Memberships	20,000	0	0	0%	20,000
22-70	Office Supplies	10,000	350	350	4%	9,650
22-71	Postage	500	0	0	0%	500
22-72	Books & Periodicals	2,000	0	0	0%	2,000
23-80	Professional & Specialized Services	326,000	18,897	18,897	6%	307,103
24-00	Publications & Legal Notices	500	0	0	0%	500
25-00	Rents & Leases - Equipment	21,000	0	0	0%	21,000
26-00	Rents & Leases - Buildings	0	0	0	0%	0
27-00	Small Tools & Instruments	1,500	0	0	0%	1,500
28-30	Supplies & Services	108,000	19	19	0%	107,981
28-48	Ambulance Expense	192,000	2,988	2,988	2%	189,012
29-50	Transportation & Travel	30,000	130	130	0%	29,870
30-00	Utilities	89,000	1,094	1,094	1%	87,906
42-10	Notes & Loans/P&I	61,000	0	0	0%	61,000
48-00	Taxes & Assessments	1,000	55	55	6%	945
61-00	Land - Acquisitions	0	0	0	0%	0
61-60	Capital Bldgs & Improv.	665,000	0	0	0%	665,000
62-71	Capital Equipment Office	0	0	0	0%	0
62-72	Capital Equipment Vehicle	324,000	0	0	0%	324,000
62-74	Capital Equipment - Medical	195,000	0	0	0%	195,000
62-76	Capital Equipment Other	130,000	0	0	0%	130,000
Total Services, Supplies and Capital Expenses		2,726,000	212,740	212,740	8%	2,513,260
Total Fire Protection		5,379,000	558,245	558,245	10%	4,820,755

General Fund - 354		Adopted	7/31/24		8%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	1,063,599	0	0	0%	1,063,599
10-20	Current Unsecured Taxes	29,226	0	0	0%	29,226
10-25	Supplemental Roll Taxes - Current	5,000	0	0	0%	5,000
10-35	Supplemental Roll Taxes - Prior	5,000	0	0	0%	5,000
10-40	Prior Unsecured Taxes	1,175	0	0	0%	1,175
21-60	Permits	30,000	260	260	1%	29,740
42-01	Interest	30,000	0	0	0%	30,000
42-10	Rent - Finley Station	5,500	1,089	1,089	20%	4,411
54-60	Home Owners Prop. Tax Relief	8,500	0	0	0%	8,500
54-70/90	State Aid	0	0	0	#DIV/0!	0
68-60	Ambulance Revenue	1,450,000	106,472	106,472	7%	1,343,528
69-29	Measure "M" Special Tax	1,449,000	0	0	0%	1,449,000
79-60	Sale of Fixed Assets	0	0	0	0%	0
79-90	Other/Miscellaneous Revenue	50,000	1,646	1,646	3%	48,354
79-91	Cancelled Checks	0		0	0%	0
79-93	Insurance Proceeds/Payments	0		0	0%	0
81-22	Operating Transfers In	0		0	0%	0
Total Revenue		4,127,000	109,467	109,467	3%	4,017,533
	Transfer from (-to) Fund Balance	1,252,000	448,778	448,778		
Total Revenue/using reserves		5,379,000	558,245	558,245	10%	
Fund Balances						
Acct. #	General Fund - 354					
Unreserved	Fund Balance	(142,676)	0	(509,364)		(652,039)
01-00	Reserves - General	20,000	0	0		20,000
02-00	Petty Cash	150	0	0		150
00-00	Unreserved - General - Designated	888,583	0	0		888,583
04-00	Unreserved - Designated - Equip.	1,068,447	0	0		1,068,447
06-00	Unreserved - Designated - Buildings	826,118	0	0		826,118
2500	Unreserved - Designated - Medical	639,177	0	0		639,177
Total General Fund 354 Equity		3,299,800	0	(509,364)		2,790,436
Fire Mitigation Fund - 363						
			7/31/24			
			This Month	YTD		
FY Beginning Fund Balance						210,844
42-01	Interest	0	0	0		0
81-22	Operating Transfers/Out	0	0	0		0
66-15	Lake County Fire Mitigation	0	38,304	38,304		38,304
66-16	Lakeport City Fire Mitigation	0	1,852	1,852		1,852
Total Fire Mitigation Fund 363 Balance			40,156	40,156		251,000
Wells Fargo Checking Account 7/31/24						
Ambulance & Online Payments		\$	102,254			
Savings Bank of Mendocino Checking A 7/31/24						
ADP Payroll & CalPERS		\$	45,183			

General Fund - 354		Adopted	8/31/2024		17%	
Account #	APPROPRIATIONS	Budget	This Month	YTD	% of Budget	Remaining \$
01-11	Salaries - Permanent	1,177,000	152,840	199,242	17%	977,758
01-12	Extra Help	90,000	17,366	23,289	26%	66,711
01-13	Overtime - Holiday -	245,000	18,205	22,725	9%	222,275
02-21	Social Security - Medicare	24,000	2,806	3,741	16%	20,259
02-22	CalPERS	430,000	47,073	76,960	18%	353,040
02-23	CalPERS Clearing	13,000	(1,395)	(1,574)	-12%	14,574
02-28	Deferred Comp Clearing Account	15,000	5,225	3,850	26%	11,150
03-30	Health/Life Insurance	486,000	34,291	74,772	15%	411,228
03-45	Retiree Other Post Emp. Benefits	56,000	3,282	5,424	10%	50,576
04-00	Workers Compensation	117,000	0	116,769	100%	231
09-00	Payroll Clearing Account	0	0	100,000	n/a	-100,000
Total Salaries and Benefits		2,653,000	279,693	625,198	24%	2,027,802
11-00	Clothing & Personal Supplies	56,000	3,911	3,911	7%	52,089
12-00	Communications	142,000	560	30,968	22%	111,032
14-00	Household Expense	7,000	791	823	12%	6,177
15-10	Insurance - Prop., Auto and Eq.	35,500	0	35,432	100%	68
15-12	Insurance - Public Liability	117,000	0	116,894	100%	106
17-00	Maintenance - Vehicles/Equipment	125,000	1,389	3,681	3%	121,319
18-00	Maintenance - Buildings & Grounds	9,000	430	430	5%	8,570
19-40	Medical Supplies	58,000	7,527	11,676	20%	46,324
20-00	Memberships	20,000	0	0	0%	20,000
22-70	Office Supplies	10,000	224	574	6%	9,426
22-71	Postage	500	0	0	0%	500
22-72	Books & Periodicals	2,000	0	0	0%	2,000
23-80	Professional & Specialized Services	326,000	24,030	42,927	13%	283,073
24-00	Publications & Legal Notices	500	141	141	28%	359
25-00	Rents & Leases - Equipment	21,000	0	0	0%	21,000
26-00	Rents & Leases - Buildings	0	0	0	0%	0
27-00	Small Tools & Instruments	1,500	0	0	0%	1,500
28-30	Supplies & Services	108,000	12,015	12,034	11%	95,966
28-48	Ambulance Expense	192,000	3,791	6,779	4%	185,221
29-50	Transportation & Travel	30,000	0	130	0%	29,870
30-00	Utilities	89,000	9,529	10,623	12%	78,377
42-10	Notes & Loans/P&I	61,000	0	0	0%	61,000
48-00	Taxes & Assessments	1,000	0	55	6%	945
61-00	Land - Acquisitions	0	0	0	0%	0
61-60	Capital Bldgs & Improv.	665,000	0	0	0%	665,000
62-71	Capital Equipment Office	0	0	0	0%	0
62-72	Capital Equipment Vehicle	324,000	154,260	154,260	0%	169,740
62-74	Capital Equipment - Medical	195,000	0	0	0%	195,000
62-76	Capital Equipment Other	130,000	0	0	0%	130,000
Total Services, Supplies and Capital Expenses		2,726,000	218,598	431,338	16%	2,294,662
Total Fire Protection		5,379,000	498,291	1,056,536	20%	4,322,464

General Fund - 354		Adopted	8/31/24		17%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	1,063,599		0	0%	1,063,599
10-20	Current Unsecured Taxes	29,226		0	0%	29,226
10-25	Supplemental Roll Taxes - Current	5,000		0	0%	5,000
10-35	Supplemental Roll Taxes - Prior	5,000		0	0%	5,000
10-40	Prior Unsecured Taxes	1,175		0	0%	1,175
21-60	Permits	30,000	900	1,160	4%	28,840
42-01	Interest	30,000		0	0%	30,000
42-10	Rent - Finley Station	5,500	545	1,634	30%	3,866
54-60	Home Owners Prop. Tax Relief	8,500		0	0%	8,500
54-70/90	State Aid	0		0	#DIV/0!	0
68-60	Ambulance Revenue	1,450,000	78,047	184,519	13%	1,265,481
69-29	Measure "M" Special Tax	1,449,000		0	0%	1,449,000
79-60	Sale of Fixed Assets	0		0	0%	0
79-90	Other/Miscellaneous Revenue	50,000	1,766	3,412	7%	46,588
79-91	Cancelled Checks	0	0	0	0%	0
79-93	Insurance Proceeds/Payments	0		0	0%	0
81-22	Operating Transfers In	0		0	0%	0
Total Revenue		4,127,000	81,258	190,725	5%	3,936,275
	Transfer from (-to) Fund Balance	1,252,000	417,033	865,811		
Total Revenue/using reserves		5,379,000	498,291	1,056,536	20%	
Fund Balances						
Acct. #	General Fund - 354					
Unreserved	Fund Balance	(142,676)	0	(976,813)		(1,119,488)
01-00	Reserves - General	20,000	0	0		20,000
02-00	Petty Cash	150	0	0		150
00-00	Unreserved - General - Designated	888,583	0	0		888,583
04-00	Unreserved - Designated - Equip.	1,068,447	0	0		1,068,447
06-00	Unreserved - Designated - Buildings	826,118	0	0		826,118
2500	Unreserved - Designated - Medical	639,177	0	0		639,177
Total General Fund 354 Equity		3,299,800	0	(976,813)		2,322,987
Fire Mitigation Fund - 363						
	FY Beginning Fund Balance					210,844
42-01	Interest	0	0	0		0
81-22	Operating Transfers/Out	0	0	0		0
66-15	Lake County Fire Mitigation	0	3,086	41,390		41,390
66-16	Lakeport City Fire Mitigation	0	0	1,852		1,852
Total Fire Mitigation Fund 363 Balance			3,086	43,242		254,086
Wells Fargo Checking Account 8/31/24						
	Ambulance & Online Payments	\$ 81,434				
Savings Bank of Mendocino Checking A 8/31/24						
	ADP Payroll & CalPERS	\$ 129,779				



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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **GASB75 Valuation Report for Fiscal Year Ending June 30, 2024**

Recommendation

1. Make a motion to accept the GASB75 Valuation Report as presented

Background

GASB Statement No. 75, also known as Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, is a set of standards for reporting financial information about non-pension postemployment benefits (OPEB). The new statement applies to OPEB benefits for employees of state and local governments, but not to pension-related liabilities.

Some requirements of GASB 75 include:

- Reporting the net OPEB liability in financial statements
- Using the entry-age actuarial cost method
- Separating funding from financial reporting
- Using age-specific claims costs for each individual
- Ensuring selected assumptions meet the Actuarial Standards of Practice

Non-pension OPEB benefits for the District are primarily health insurance benefits, either fully or partially paid by the District for retirees.



Actuarial Retirement Consulting

August 8, 2024

Ray Lavelle
Admin/Finance
Lakeport Fire Protection District
445 N Main St
Lakeport, CA 95453

Re: June 30, 2024 GASB 75 Disclosure for the Lakeport Fire Protection District

This report provides the note disclosures and required supplementary information for the Lakeport Fire Protection District (District)'s other postemployment benefits (OPEB) plan for the reporting period ending June 30, 2024.

Governmental Accounting Standards Board (GASB) Statement No. 75 allows for a roll forward of results from the prior actuarial valuation date to a reporting date no more than 30 months and 1 day following. If significant changes occur between the valuation date and the measurement date, consideration should be given to whether a new actuarial valuation is needed. The District provided changes since the July 1, 2022 actuarial valuation and it was determined that a new actuarial valuation was not needed for this measurement period. The results set forth in this report are established from the District's July 1, 2022 valuation and are based on the same census, benefit provisions, and assumptions. The District provided contributions, payroll, and any applicable asset information for the measurement period ending June 30, 2024.

We appreciate the opportunity to work on this report with the District and are available to answer any questions the District or its auditors may have regarding this report.

Sincerely,

Molly McGee, ASA, EA, FCA, MAAA
Consulting Actuary

**Lakeport Fire Protection District
GASB 75 Note Disclosures and Required Supplementary Information
for the Reporting Year Ended June 30, 2024**

General Information about the OPEB Plan

Plan Description

The District provides health benefits for employees, retirees, and qualified dependents through the Teamsters Local Union No. 856 Health and Welfare Fund and the health plans of the City of Lakeport. One retiree and two surviving spouses are receiving lifetime medical benefits under the City of Lakeport's health plans. The District reimburses the City 50% of the cost for these three individuals. The plan is a single-employer plan.

Benefits Provided

District retirees are eligible for lifetime medical benefits with optional continuing coverage to surviving spouses. Coverage will be provided through the Teamsters Major Medical Plan. This plan is funded 92.5% by the District and 7.5% by employee contributions. Retirees are required to pay monthly dollar amounts that vary by age, year of retirement, and Medicare eligibility. These retiree premiums are paid for in whole or in part by the District, giving rise to a retiree health benefit under GASB 75.

Bargaining Unit Members hired before June 30, 1998 have their retiree premiums paid in full by the District. The current Fire Chief is included in this group. Bargaining Unit Members hired after June 30, 1998 have their retiree premiums paid by the District in accordance with the following formula:

- 40% after 12 years of continual service
- 60% after 15 years of continual service
- 80% after 18 years of continual service
- 100% after 21 years of continual service

The District's Administrative Assistant is covered under the above formula.

Employees Covered by Benefit Terms

Retirees or beneficiaries receiving benefit payments as of July 1, 2022	10
Active eligible employees as of July 1, 2022	13

Contributions

The District's required contribution is based on projected pay-as-you-go financing requirements. No assets are accumulated in an irrevocable OPEB trust.



**Lakeport Fire Protection District
GASB 75 Note Disclosures and Required Supplementary Information
for the Reporting Year Ended June 30, 2024**

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2024 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2022. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

Actuarial Assumptions

The total OPEB liability in the July 1, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation rate	2.50 percent
Salary increases	3.00 percent
Discount rate	3.97 percent
Healthcare cost trend rate	5.20 percent for 2024 through 2034; 5.00 percent for 2035 through 2049; 4.50 percent for 2050 through 2064; and 4.00 percent for 2065 and later years

Mortality rates were based on the most recent experience study for CalPERS members.

The actuarial assumptions used in the July 1, 2022 valuation were based on the results of the most recent applicable experience study and a review of plan experience during the period July 1, 2020 to June 30, 2022.

Discount Rate

GASB 75 requires the use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources.

OPEB plans with irrevocable trust accounts can utilize a discount rate equal to the long-term expected rate of return to the extent that the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and the OPEB plan assets are expected to be invested using a strategy to achieve that return.

To determine if the OPEB plan assets are sufficient, a calculation of the projected fiduciary net position and the amount of projected benefit payments is compared in each period. When OPEB plan assets are determined to not be sufficient, a blended rate is calculated.

For OPEB plans that do not have irrevocable trust accounts, GASB 75 requires a discount rate equal to the yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

The District does not have an irrevocable trust account for prefunding OPEB liabilities. The discount rate used to measure the total OPEB liability was based on the Fidelity GO AA 20-year municipal index.



**Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024**

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) – (b)
Balances at June 30, 2023	\$2,063,158	\$0	\$2,063,158
Changes for the year:			
Service cost	175,298		175,298
Interest	85,024		85,024
Changes of benefit terms	0		0
Difference between expected and actual experience	0		0
Changes in assumptions or other inputs	(33,908)		(33,908)
Contributions – employer		72,219	(72,219)
Net investment income		0	0
Benefit payments	(72,219)	(72,219)	0
Administrative expenses		0	0
Net changes	154,195	0	154,195
Balances at June 30, 2024	\$2,217,353	\$0	\$2,217,353

Sensitivity of the net OPEB liability to changes in the discount rate

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (2.97%)	Discount Rate (3.97%)	1% Increase (4.97%)
Net OPEB liability (asset)	\$2,555,937	\$2,217,353	\$1,940,937

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (4.20% current, 3.00% ultimate, 3.00% Medicare)	Trend Rate (5.20% current, 4.00% ultimate, 4.00% Medicare)	1% Increase (6.20% current, 5.00% ultimate, 5.00% Medicare)
Net OPEB liability (asset)	\$1,845,066	\$2,217,353	\$2,702,761



**Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024**

OPEB Plan Experience

Reporting period
 Measurement period

July 1, 2023 to June 30, 2024
 July 1, 2023 to June 30, 2024

Benefit Payments and Contributions

	Benefit Payments
Benefits paid from the trust	0
Benefits paid outside of trust	38,892
Implicit benefits paid	33,327
Total benefit payments	\$72,219
	Contributions
Contributions to the trust - employer	0
Contributions - benefits paid outside of trust	38,892
Contributions – implicit benefits paid	33,327
Total contributions	\$72,219

DRAFT



**Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024**

OPEB Expense and Deferred Outflows and Inflows of Resources Related to OPEB

Annual OPEB Expense

The annual OPEB expense is the sum of the change in Net OPEB Liability, the change in deferred outflows, and the change in deferred inflows, reduced by the employer contributions.

Net OPEB liability at beginning of measurement period (a)	\$2,063,158
Net OPEB liability at end of measurement period (b)	\$2,217,353
Change in net OPEB liability (b)-(a)	154,195
Change in deferred outflows	126,019
Change in deferred inflows	(96,713)
Employer contributions	72,219
Net OPEB expense from June 30, 2023 to June 30, 2024	<u><u>\$255,720</u></u>

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the reporting year ending June 30, 2024, the District recognized deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	223,743	0
Changes in assumptions or other inputs	178,041	289,014
Differences between projected and actual return investments	0	0
Total	<u><u>\$401,784</u></u>	<u><u>\$289,014</u></u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Reporting Fiscal Year Ending June 30:</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Net Deferred Outflows (Inflows) of Resources</u>
2025	75,993	(68,101)	7,892
2026	75,993	(68,101)	7,892
2027	75,993	(68,101)	7,892
2028	45,287	(68,103)	(22,816)
2029	32,132	(3,460)	28,672
2030	32,132	(3,460)	28,672
2031	32,132	(3,460)	28,672
2032	32,122	(3,460)	28,662
2033	0	(2,768)	(2,768)
2034	0	0	0



Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024

Schedule of Deferred Outflows of Resources

Year	Source	Initial Amount	Initial Amortization Period (Years)	Annual Recognition	Current Balance
2018	Difference between expected and actual experience	0	0.0	0	0
2018	Changes in assumptions or other inputs	0	0.0	0	0
2018	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2019	Difference between expected and actual experience	0	0.0	0	0
2019	Changes in assumptions or other inputs	107,065	5.5	19,466	0
2019	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2020	Difference between expected and actual experience	0	0.0	0	0
2020	Changes in assumptions or other inputs	201,459	5.0	40,292	0
2020	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2021	Difference between expected and actual experience	177,329	7.3	24,292	80,161
2021	Changes in assumptions or other inputs	142,853	7.3	19,569	64,577
2021	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2022	Difference between expected and actual experience	0	0.0	0	0
2022	Changes in assumptions or other inputs	0	0.0	0	0
2022	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2023	Difference between expected and actual experience	179,478	10.0	17,948	143,582
2023	Changes in assumptions or other inputs	141,832	10.0	14,184	113,464
2023	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2024	Difference between expected and actual experience	0	0.0	0	0
2024	Changes in assumptions or other inputs	0	0.0	0	0
2024	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
	Total			\$401,784	



Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024

Schedule of Deferred Inflows of Resources

Year	Source	Initial Amount	Initial Amortization Period (Years)	Annual Recognition	Current Balance
2018	Difference between expected and actual experience	0	0.0	0	0
2018	Changes in assumptions or other inputs	0	0.0	0	0
2018	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2019	Difference between expected and actual experience	472,075	5.5	85,832	0
2019	Changes in assumptions or other inputs	0	0.0	0	0
2019	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2020	Difference between expected and actual experience	98,021	5.0	19,604	0
2020	Changes in assumptions or other inputs	0	0.0	0	0
2020	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2021	Difference between expected and actual experience	0	0.0	0	0
2021	Changes in assumptions or other inputs	0	0.0	0	0
2021	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2022	Difference between expected and actual experience	0	0.0	0	0
2022	Changes in assumptions or other inputs	452,489	7.0	64,641	258,566
2022	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2023	Difference between expected and actual experience	0	0.0	0	0
2023	Changes in assumptions or other inputs	0	0.0	0	0
2023	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2024	Difference between expected and actual experience	0	0.0	0	0
2024	Changes in assumptions or other inputs	33,908	9.8	3,460	30,448
2024	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
	Total			Total	\$289,014



Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024

Schedules of Required Supplementary Information

Schedule of Changes in the District's Net OPEB Liability and Related Ratios

	2024	2023	2022	2021	2020
Reporting fiscal year ending					
Discount rate	3.97%	3.86%	3.69%	1.92%	2.60%
Total OPEB liability					
Service cost	175,298	176,867	176,316	150,447	74,914
Interest	85,024	76,540	38,704	42,308	36,712
Changes of benefit terms	0	0	0	0	0
Differences between expected and actual experience	0	179,478	0	177,329	(98,021)
Change of assumptions	(33,908)	141,832	(452,489)	142,853	201,459
Benefit payments	(72,219)	(77,088)	(72,736)	(64,287)	(43,249)
Net change in total OPEB liability	154,195	497,629	(310,205)	448,650	171,815
Total OPEB liability – beginning	2,063,158	1,565,529	1,875,734	1,427,084	1,255,269
Total OPEB liability – ending (a)	\$2,217,353	\$2,063,158	\$1,565,529	\$1,875,734	\$1,427,084
Plan fiduciary net position					
Contributions - employer	72,219	77,088	72,736	64,287	43,249
Net investment income	0	0	0	0	0
Benefit payments	(72,219)	(77,088)	(72,736)	(64,287)	(43,249)
Administrative expense	0	0	0	0	0
Net change in plan fiduciary net position	0	0	0	0	0
Plan fiduciary net position - beginning	0	0	0	0	0
Plan fiduciary net position – ending (b)	\$0	\$0	\$0	\$0	\$0
District's net OPEB liability – ending (a) – (b)	\$2,217,353	\$2,063,158	\$1,565,529	\$1,875,734	\$1,427,084
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%
Covered-employee payroll	\$1,223,049	\$1,213,687	\$1,103,852	\$887,588	\$1,034,500
District's net OPEB liability as a percentage of covered-employee payroll	181.30%	169.99%	141.82%	211.33%	137.95%



Lakeport Fire Protection District
 GASB 75 Note Disclosures and Required Supplementary Information
 for the Reporting Year Ended June 30, 2024

Schedule of Changes in the District's Net OPEB Liability and Related Ratios (cont.)

	2019	2018
Reporting fiscal year ending		
Discount rate	3.13%	3.62%
Total OPEB liability		
Service cost	58,914	72,468
Interest	39,203	51,908
Changes of benefit terms	0	0
Differences between expected and actual experience	(472,075)	0
Change of assumptions	107,065	0
Benefit payments	(28,930)	(14,274)
Net change in total OPEB liability	(295,823)	110,102
Total OPEB liability – beginning	1,551,092	1,440,990
Total OPEB liability – ending (a)	\$1,255,269	\$1,551,092
Plan fiduciary net position		
Contributions - employer	28,930	14,274
Net investment income	0	0
Benefit payments	(28,930)	(14,274)
Administrative expense	0	0
Net change in plan fiduciary net position	0	0
Plan fiduciary net position - beginning	0	0
Plan fiduciary net position – ending (b)	\$0	\$0
District's net OPEB liability – ending (a) – (b)	\$1,255,269	\$1,551,092
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%
Covered-employee payroll	\$683,992	\$1,032,931
District's net OPEB liability as a percentage of covered-employee payroll	183.52%	150.16%



**Lakeport Fire Protection District
GASB 75 Note Disclosures and Required Supplementary Information
for the Reporting Year Ended June 30, 2024**

Actuarial Certification

The results presented in this disclosure are based on the District's July 1, 2022 valuation. The valuation was performed in accordance with generally accepted actuarial principles and practices. The actuarial assumptions and methodologies used in these calculations are believed to be reasonable under the requirements set forth in GASB 75 and the Actuarial Standards of Practice (ASOP).

Supporting documentation provided by the District was relied upon without audit. This information includes, but is not limited to, census data, premiums, OPEB plan provisions, contributions, payroll, and any applicable asset statements. The data was reviewed in accordance with ASOP 23. The valuation results, and subsequent disclosure information, depend on the integrity of the provided information.

The results in this report were calculated with the assistance of ProVal actuarial valuation software. The model was developed in 1994 and is maintained by Winklevoss Technologies (WinTech). Through ProVal, WinTech provides valuation and projection software for both pension and other postemployment benefit plans. We utilize ProVal in accordance with its intended purpose and have not identified any material inconsistencies in the ProVal assumptions or outputs that would affect this valuation.

The undersigned actuary is a member of the American Academy of Actuaries and meets the qualification standards to render the actuarial opinion contained in this report.

Certified by:

Molly McGee, ASA, EA, FCA, MAAA
Consulting Actuary





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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Engaging Smith & Newell to Perform 2023/2024 Audit**

Recommendation

1. Make a motion authorizing the Fire Chief to engage the accounting firm of Smith & Newell to perform the annual audit for the fiscal year ending June 30, 2024.

Background

Smith & Newell have performed the annual audits for the District for the last several years and I am recommending that the Board engage them to perform the audit for the fiscal year ending June 30, 2024.

September 16, 2024

Lakeport Fire Protection District
445 N Main St
Lakeport, CA 95453

AUDIT OF FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2024

We are pleased to submit our proposal to audit the financial statements of Lakeport Fire Protection District for the year ended June 30, 2024.

Scope of Audit

We will conduct our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. Our audit will include examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. Our audit will also include assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatements, we will select the necessary procedures to test compliance and to disclose noncompliance with specific laws, regulations and contracts. We will consider the District's internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements.

Our engagement will also include preparation of a Letter of Recommendations to management with suggestions to assist them in improving controls, efficiency and operations. It is our belief that relevant and timely management letters are an important and basic product of our audit procedures.

Our policy with respect to management letters is a “no-surprises” approach. We will clear the facts involved on each point with the person most directly involved with the point and their immediate supervisor. Following that, we will discuss our recommendations before issuance of our letter and allow the District the opportunity to respond in writing to the recommendations.

No extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement. The working papers for the audit will be retained for seven years and the working papers will be available for examination by authorized representatives of the Lakeport Fire Protection District and its authorized representatives or successor auditors.

Audit Approach

Our audit approach is designed to concentrate on key controls and areas of risk. It anticipates the cooperation of District personnel without detracting significantly from their day-to-day responsibilities. We will carefully evaluate our use of District personnel to make sure that we use their time wisely and in the best interest of the District. Where practical, our policy is to develop audit workpapers from reports and schedules which the client's system is already producing versus having client personnel prepare unique schedules just for one use. The timing of our audit procedures can be modified to meet the District's workload patterns. Our plan places emphasis on preliminary audit procedures which can be conducted within a flexible time frame. Our audit approach contains the following characteristics:

- It documents the financial and operating exposures, identifies, and evaluates key systems and controls that prevent, detect and correct errors.
- It includes the verification of balances and the formulation of a final opinion on the financial statements.
- It is analytical. It focuses on materiality and channels the audit effort into significant areas.

Our methodology recognizes that most audit objectives can be achieved by a number of different approaches. The important consideration is to perform the audit as effectively and efficiently as possible. Since all organizations are unique, very few audits can be performed using identical work plans. Our audit process provides a means to respond appropriately to the major requirements of each audit so that audit effort is placed where audit risks and significance are the greatest.

This audit approach offers several distinct advantages over the more traditional techniques. Those particularly important for client service to the Lakeport Fire Protection District include:

- Continuing communications throughout the year in order to identify and resolve internal control, accounting and reporting issues at an early date.
- Understanding all major systems thoroughly, including computerized elements, allowing us to focus effort on risk in the most significant areas.
- Controlling audit costs and minimizing District staff time by eliminating unnecessary or redundant procedures.
- Using specialized software programs to aid in working trial balance preparation, journal entry posting and combining schedule consolidations.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Lakeport Fire Protection District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that Lakeport Fire Protection District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits continued in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Lakeport Fire Protection District and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

You are responsible for management decisions and functions. As part of the audit, we will prepare a draft of your financial statements and related notes. In accordance with Government Auditing Standards, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements or abuse that we may report.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and Government Auditing Standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Lakeport Fire Protection District’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Audit Fee

Our fee for the audit of the District's financial statement will not exceed \$4,050 for the year ended June 30, 2023. This fee is based upon a routine audit and includes preparation of the necessary statements. Our fees are based on the following hourly rates:

Partner	\$ 195
Manager	135
Senior	120
Staff Accountant	85
Administrative	65

Our fee for the preparation of the Financial Transactions Report will not exceed \$500 for the year ended June 30, 2024.

The fee quoted above is based upon a routine examination. If unusual circumstances should arise which we have no way of contemplating at this time, or if additional work is required to prepare the District's

books for audit, we will promptly notify you so appropriate action may be taken. Any additional work required will be billed at our standard billing rates.

Peer Review

Our firm is devoted to quality, and we have taken extra steps to assure that we meet the highest professional standards of quality. Every three years our quality controls are examined by specially trained CPAs from other firms. Results from these reviews, called peer review reports, are available to the public, and a copy of our most recent peer review report is included as an appendix to this proposal.

Independent Contractors

We are independent contractors and are not subject to the direction and control of the District except as to the final result. We shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and social security and workers' compensation. Auditors shall indemnify and hold the District harmless from any liability which it may incur to the federal and state government as a consequence of this contract. It is specifically understood and agreed that in the making and performance of this contract, Smith & Newell, CPA's is an independent contractor and is not an employee, agent, or servant of the District.

Termination

The District shall have the right at any time to terminate this Agreement by giving to the Auditors thirty (30) days written notice of its intent to terminate this Agreement, and in the event the District elects at any time to terminate this Agreement, or any portion thereof, the District shall be obligated to pay the Auditors for all services rendered by the Auditors to the date of termination. This contract may be terminated before the automatic termination date set forth above as follows:

- a. By mutual consent of the parties;
- b. At any time on a material breach of any of the provisions hereof; or,
- c. By the District on delivery of written notice thereof to Auditors for any or no reason, whatsoever, including, but not limited to, the failure by the Board to appropriate funds for this contract.

Assignment

We shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the District, except that claims for money due or to become due the Auditors from the District under this contract may be assigned by the Auditors to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to the District. Any attempt at assignment of rights under this contract, except for those specifically consented to by both parties or as stated above, shall be void.

Modifications

This agreement may only be modified by a written amendment hereto, executed by both parties.

Non-Discrimination

In the performance of the work authorized under this agreement, we shall not discriminate against any worker because of race, creed, color, ancestry, religion, marital status, age (over 40), veteran or non-veteran status, sex, or national origin.

Attorneys' Fees

If any action at law or in equity is necessary to enforce or interpret the terms of this contract, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

Conflict of Interest

We hereby covenant that, at the time of the execution of this agreement, we have no interest and shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this agreement. We also covenant that in the performance of this work, no person having any such interest shall be employed.

Taxpayer Identification

Auditors' taxpayer identification number is 68-0141969.

Hold Harmless

To the fullest extent permitted by law, we shall indemnify and hold harmless the District, its agents, officers, and employees against and from any and all claims, lawsuits, actions, liability, damages, losses, expenses, and costs (including but not limited to attorneys' fees), brought for, or on account of, injuries to or death of any person or persons, including our employees, or injuries to or destruction of property, including the loss of use thereof, arising out of, or alleged to arise out of, or results from, the performance of the work described herein, provided that any such claim, lawsuit, action, liability, damage, loss, expense, or cost is caused in whole or in part by any negligence or intentional act or omission of Smith & Newell, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by the passive negligence of a party indemnified hereunder.

This agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between the parties regarding its subject matter. This contract supersedes all proposals, oral and written, and all negotiations, conversations, or discussions heretofore and between the parties related to the subject matter of this contract.

We appreciate the opportunity to submit this proposal to you and look forward to helping you in this important area. If this proposal contains your understanding of the scope and terms of services you desire, please sign the duplicate of this letter and return it to us.

Sincerely,



Carrie Schroeder, CPA
Partner

We concur with the terms of this agreement as stated above.

LAKEPORT FIRE PROTECTION DISTRICT

Signed: _____

Title: _____



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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Resolution 24/25-03 to Transfer Mitigation Funds to Cover 23-24 Capital Purchases**

Recommendation

1. Make a motion to waive the reading and move to pass Resolution 24/25-03, a Resolution to Transfer \$125,045 in Mitigation Fund Revenue to an Operating Fund for the Purpose of Replenishing Reserves Used to Fund Capital Purchases and Equipment Lease Payments Incurred During the 2023-24 Fiscal Year.

Background

Historically, on an annual basis, the District has transferred money from the Fund 363 Mitigation account to the Fund 354 Operations account in order to fund the purchase of capital facilities and equipment during the previous year. In the 2023-24 fiscal year, the District spent \$273,245.00 on mitigation fee-eligible capital purchases of land, vehicle and equipment, as well as the annual finance payment for E5011, which is detailed below.

- \$52,265.76 – Commuter Vehicle
- \$31,200.00 – UTV for Wildland Rescue program
- \$12,357.12 – Trailer for UTV Wildland Rescue program
- \$95,822.88 – Subtotal for Vehicle Purchases**

- \$8,611.29 – Fire Suppression Skid for UTV Wildland Rescue program
- \$4,283.34 – Medical Skid for UTV Wildland Rescue program
- \$12,894.63 – Subtotal for Equipment Purchases**

- \$69,187.51 – Subtotal for Land Acquisition (parking lot next door to Station 50)**

- \$60,713.44 – Subtotal for Financed Equipment (E5011 annual payment)**

\$34,626.54 – Subtotal for Fire Hose capital purchase

To determine the total amount of funds that should be transferred from the 363 mitigation fund to reserves, several adjustments need to be made to the total mitigation fee-eligible purchases. Please see detail below.

(\$61,000) – Transferred from 363 Mitigation Fund via Resolution 23/24-03 for E5011 financed payment

(\$30,000) – Transferred from 363 Mitigation Fund via Resolution 23/24-03 for commuter vehicle

(\$21,000) – Transferred from 363 Mitigation Fund via Resolution 23/24-03 for fire hoses

(\$112,000) – Subtotal of Mitigation Funds already transferred for 23-24 capital purchases

(\$36,200) – Subtotal of Donation received from LVFA for UTV and trailer

Of the \$273,245.00 total in mitigation fee-eligible 2023-24 expenses, Resolution 23/24-03 previously transferred \$112,000 from the 363 Mitigation Fund to Reserves and the District received a \$36,200 donation to purchase the UTV and trailer. Therefore, Resolution 24/25-03 seeks to authorize the transfer of \$125,045.00 from the Fund 363 Mitigation account to the following Reserve accounts:

\$29,622.88 to Equipment/Vehicle Reserves (392-04.00) for commuter vehicle, UTV & trailer

\$12,894.63 to Equipment/Vehicle Reserves (392-04.00) for UTV fire suppression & medical skids

\$69,187.51 to Building Reserves (392-06.00) for Forbes parking lot purchase

(\$286.56) to Equipment/Vehicle Reserves (392-04.00) for E5011 Annual finance payment

\$13,626.54 to Equipment/Vehicle Reserves (392-04.00) for fire hoses

Transferring \$125,045.00 from the 363 Mitigation Fund to the above-referenced Reserve Accounts will reimburse the District for mitigation-eligible expenses paid for in the 2023-24 fiscal year.

DRAFT

**LAKEPORT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

RESOLUTION NO. 24/25-03

A RESOLUTION TO TRANSFER \$125,045 of MITIGATION FUND REVENUE TO AN OPERATING FUND FOR THE PURPOSE OF REPLENISHING RESERVES USED TO FUND CAPITAL PURCHASES AND EQUIPMENT LEASE PAYMENTS INCURRED DURING THE 2023-24 FISCAL YEAR

WHEREAS the Lakeport Fire Protection District (DISTRICT) has received fire mitigation fees for the purposes of providing capital facilities and equipment to serve new development; and,

WHEREAS the DISTRICT annually transfers mitigation funds to an operating fund to fund the expense of capital facilities and equipment for that fiscal year; and,

WHEREAS last fiscal year the DISTRICT expended \$273,245.00 on capital purchases of land, vehicle and equipment, as well as the annual finance payment for E5011, all of which are mitigation fee-eligible expenses; and,

WHEREAS Resolution 23/24-02 was passed last fiscal year transferring \$112,000 from the Mitigation Fund to Reserves to partially reimburse the District for the 23-24 anticipated expenses that were mitigation fee-eligible; and,

WHEREAS the District received a \$36,200 donation from the Lakeport Volunteer Firefighters Association to purchase a UTV and trailer for a Wildland Rescue program; and,

WHEREAS the DISTRICT needs to transfer \$125,045.00 of Mitigation Fund Revenue to an operating fund for the purpose of replenishing the Building, Vehicle/Equipment and Medical Reserve accounts for the balance of the 2023-24 purchases of a commuter vehicle, a UTV and trailer, a fire suppression skid and a medical skid for the UTV, the parking lot next to Station 50, the annual finance payment for E5011 and fire hoses, less the amounts already transferred via resolution and the donation.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Lakeport Fire Protection District directs the County Auditor-Controller to increase budget, perform an interfund transfer, and increase reserves according to the following:

Increase Revenue Budget:

363-0000-502-81.23	\$125,045
354-9554-502-81.22	\$125,045

Interfund Transfer:

363-0000-502-81.23	\$125,045
354-9554-502.81.22	\$125,045

Increase Reserves:

354-0000-392-25.00	\$69,188
354-0000-392-04.00	\$55,857

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lakeport Fire Protection District at a special meeting held on September 17, 2024, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

DRAFT

Ray Lavelle, Clerk of the Board

William Gabe, Board Chair



LAKEPORT FIRE PROTECTION DISTRICT

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



September 18, 2024

Kevin Ingram
City Manager
City of Lakeport
225 Park Street
Lakeport, CA 95453

Dear Mr. Ingram,

The following is the Lakeport Fire Protection District's annual financial report in compliance with the City of Lakeport Fire Mitigation Fee Ordinance for fiscal year 2023-24.

Fund Number 363 Balance as of July 1, 2023*		\$ <u>481,612</u>
<u>Fire Mitigation Collected</u>		
County		\$ 28,527
City		\$ 3,481
Interest		\$ <u>8,528</u>
<u>Fire Mitigation Fees Used</u>		<u>(\$311,304)</u>
Resolution 23/24-02 (transfer 22/23 expenses)	\$114,304	
Resolution 23/24-03 (transfer 23/24 budgeted)	\$197,000	
Annual Payment for E5011	\$61,000	
Purchase Chief Vehicle	\$85,000	
Purchase Commuter Vehicle	\$30,000	
Purchase Fire Hoses	\$21,000	
<u>Mitigation Fund Balance as of June 30, 2024 (prior to below transfers)</u>		\$210,844

* PY balance plus \$114,304 to be transferred via Resolution 23/24-02

Though this will take place in the current fiscal year, rather than last fiscal year, I wanted to make you aware that the Board is expected to pass Resolution 24/25-03 to transfer 23/24 actual mitigation expenses.

Purchase Commuter Vehicle (balance)	\$ 22,266	
Purchase UTV & Trailer (balance after donation)	\$ 7,357	
Purchase Fire Suppression Skid & Medical Skid	\$ 12,895	
Purchase 420 N Forbes Parking Lot	\$ 69,187	
Annual Payment for E5011 (balance)	\$ (287)	
Purchase Fire Hoses (balance)	<u>\$ 13,627</u>	
	Total Transfer	(\$125,045)

Mitigation Fund Balance after Resolution 24/25-03 transfer **\$ 85,799**

In the Fiscal Year 2024-2025 planned expenditures for County and City Mitigation Funds include the annual payment on Engine E5011, Fire Chief Vehicle Replacement and the purchase of three (3) monitor/defibrillators.

Should you have any questions regarding this report, please contact me at (707) 263-4396, x102.

Sincerely,

Patrick Reitz
Fire Chief



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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Annual Measure M Report for 2023-24**

Recommendation

1. Make a motion to accept the 2023-24 annual Measure M report as presented below

Background

Below please find a report indicating revenue received and expenses associated with Measure M for the fiscal year ending June 30, 2024.

Per the year-end financial statement from the County, revenues received from Measure M for fiscal year 2023-24 were \$1,390,867.

The following information was taken from the final year-end financial statements provided by the County.

Increased Staffing Levels was one of the priorities established by Measure M.

In 2018, Lakeport Fire Protection District (LFPD) had to lay off 50% of its firefighting staff due to budget shortages. This resulted in the three (3) firefighting shifts being staffed by 2 firefighters, rather than 4 firefighters. One of the first things done, post-Measure M, was to re-hire back these firefighters. Of the approximately \$2,278,587 in total wages and benefits for 2023/24, approximately 50% of that, or \$1,139,000 is funded by Measure M.

Additionally, approximately \$17,000 was spent on Personal Protective Equipment (PPE) and uniforms.

Increased Equipment Maintenance was another priority established by Measure M.

Since Measure M was passed, the District has been able to devote more funds to equipment maintenance. For the fiscal year ending June 30, 2019 (pre-Measure M), approximately \$9,000

was spent on equipment maintenance. For the FYE June 30, 2024, approximately \$123,000 was spent on equipment maintenance.

Increased Building Maintenance was another priority established by Measure M.

For the fiscal year ending June 30, 2019 (pre-Measure M), approximately \$4,600 was spent on building maintenance. For the FYE June 30, 2024, the District only spent approximately \$3,000 on building maintenance as much maintenance is being deferred while it is determined whether or not the District will continue to occupy 445 N Main St.

Upgrading and Maintaining Fixed Assets was another priority established by Measure M.

In the FYE ending June 30, 2019 (pre-Measure M), LFPD spent \$0 on Fixed Assets-Equipment & Vehicles. For the FYE June 23, 2024, approximately \$408,000 was spent on Fixed Assets – Equipment & Vehicles.

In the FYE ending June 30, 2019 (pre-Measure M), LFPD spent \$0 on Fixed Assets-Buildings. For the FYE June 23, 2024, approximately \$32,000 was spent on Fixed Assets – Buildings.

The explanations above are summarized in the table below:

	2023-24
Payroll funded by Measure M	\$ 1,139,000
Personal Protective Equipment (PPE) & Uniforms	\$ 17,000
Vehicle/Equip Maintenance	\$ 123,000
Building Maintenance	\$ 0
Fixed Assets – Equipment & Vehicles	\$ 408,000
Fixed Assets - Building	\$ 32,000
Total	\$ 1,719,000
Revenue Received from Measure M	\$ 1,390,867
Spent (over)/under Revenue Received	(\$328,133)

In addition to funding payroll, future uses of Measure M money for maintenance and equipment include completion of a diesel exhaust system for Station 50 and Station 52 and possible purchase of a drill tower.



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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Annual Mitigation Report to City and County**

Recommendation

1. Make a motion authorizing the Fire Chief to send the 2023/24 Annual Mitigation report to the City and County, as presented.

Background

Every year the District is required to send a report to the City of Lakeport and County of Lake detailing the activity to the 363 Mitigation Fund. The attached report details that activity.



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: September 16, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **E5011 Repairs and Out of Service Information**

Recommendation

1. None.

Background

The District has had ongoing maintenance issues with the E5011 Pierce Engine since it was put into service as a brand-new engine in December 2021. As of August 26, 2024, E5011 has been out of service for 123 of the 982 days since December 2021, or roughly 13% of the time.

Below is a brief summary of repairs:

Vendor	\$ Amt	Date	Description
Riverview	Warranty	03/2022	2 weeks for rear end warranty work
Golden State	Warranty	10/2022 into 11/2022	3 weeks for routine maintenance and some warranty work; Q siren not working and new batteries. Broken gauges on back order
Peterson	\$1,431	01/2023 into 02/2023	3 weeks for check engine light and service after engine breaking down. Air in the fuel system
Coast Counties	\$601	03/2023	10 days for Passenger side hub leaking
Riverview	\$728	06/2023 into 07/2023	6 weeks for engine code reading and Golden State for Cab tilt adjustment and coolant leak
Golden State	\$4,347	08/2023	Fix Cooling System, Cab Tilt Mechanism and Air Hoses/Lines
Golden State	\$12,310	12/2023 into 01/2024	5 weeks for tank pulled and leak repaired under warranty. Axle leak, Def system repair

CUSTOMER #: 14375
 UNIT# LF5011

1212C



LAKEPORT FIRE DEPARTMENT
 445 NORTH MAIN STREET
 LAKEPORT, CA 95453
 HOME: 707-263-4396 CONT: 707-263-4396
 BUS: CELL:

INVOICE

3400 North Stars Street
 Ukiah, CA 95482
 www.petersontrucks.com
 Toll Free: (888) 818-1806

PAGE 1

SERVICE ADVISOR: 7318 Bryan Poplin

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
	21	PIERCE FIRE APPARATU	4P1BAAGP8MA023457	1628406	14299/14299	T5011
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01JAN21 DE			20:00 28FEB23		179.00 CASH	07FEB23
R.O. OPENED	DATE CUST. NOTIFIED	OPTIONS	ENG:X12/75096239			
09:52 17JAN23	08:21 07FEB23					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
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A** CHECK/ADVISE CHECK ENGINE LIGHT ON
 G20-T1 REPLACED WATER IN FUEL SENSOR
 7531 CSI
 1 RK55725 SENSOR
 PARTS: 62.10 LABOR: 457.00 OTHER: 0.00 TOTAL LINE A: 519.10
 14299 CHECKED OPERATION AND VERIFIED MULTIPLE CODES, HAS 1845 FOR
 WATER IN FUEL, TESTED CIRCUIT, FOUND FAILED SENSOR AND DAMAGE TO THE
 PIGTAIL HARNESS, NEED TO REPLACE. ALSO HAS MULTIPLE COUNTS FOR DEF
 CODES 3497, 3498, 4732, SUSPECT HAS ISSUE WITH DEF SENSOR, THIS CONCERN
 WILL BE TAKEN CARE OF THROUGH PIERCE BY CUSTOMER. REMOVED AND REPLACED
 THE WATER IN THE FUEL SENSOR AND PIGTAIL HARNESS. CLEARED CODES,
 PERFORMED MULTIPLE DRIVE CYCLES, RECHECKED FOR CODES, ALL CODES NOW
 INACTIVE INCLUDING THE DEF CODES.

B** CUSTOMER REQUEST REPLACE FUEL LINE THAT RUNS UNDER TRUCK BY WATER
 SEPERATOR, IT HAS WEAR FROM RUBBING
 G20-T1 REPLACED DAMAGED FUEL LINE
 7531 CSI
 65 4568420 NOSE BK 735.00 735.00
 2 1241965 COUPLING 0.15 0.15 9.75
 5 FLTATFMD3QKK FLEETRITE ATF WD3 MERCON/DEXRO 20.44 17.43 34.86
 2 FLTANCBCCA15KK FLEET AER NON CHLOR 9.91 8.42 42.10
 BRKCLN15OZ 5.82 5.82 11.64
 PARTS: 98.35 LABOR: 735.00 OTHER: 0.00 TOTAL LINE B: 833.35

CUSTOMER PAY CA ENVIRO FEE FOR REPAIR ORDER 60.86

At Peterson, your complete satisfaction is very important to us. Within the next 3 weeks you might be selected to participate in a short phone survey regarding your experience with us. A score of 8 or below means that we let you down and for that we are sorry. If we can better serve you, please tell us now!

DESCRIPTION	TOTALS
LABOR AMOUNT	1192.00
PARTS AMOUNT	160.45
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
ENVIRONMENTAL FEE	60.86
MISC. CHARGES	1413.31
TOTAL CHARGES	0.00
SALES TAX	17.42
PLEASE PAY THIS AMOUNT	1430.73

REMIT TO: PETERSON TRUCKS, INC. P.O. BOX 101777 Pasadena, CA 91189-1777

CUSTOMER COPY



COAST COUNTIES TRUCK & EQUIPMENT CO.

DBA COAST COUNTIES PETERBILT

MAIN OFFICE

1740 N. 4TH STREET (95112)

REMIT TO:

P.O. BOX 757, SAN JOSE, CA 95106

PHONE (408) 453-5510 FAX (408) 453-7637

920 CLYEE DRIVE
P.O. BOX 1812
SALINAS, CA 93902-1812
PHONE (831) 758-2441

260 DOOLITTLE DRIVE
SAN LEANDRO, CA 94577-1314
PHONE (510) 568-6333
FAX (510) 562-5564

7675 CONDELANE
WINDSOR, CA 95492
PHONE (707) 837-2727
FAX (707) 837-0589

2660 JACOBS AVENUE
EUREKA, CA 95501-0901
PHONE (707) 443-7073
FAX (707) 443-6254

3030 RAMADA DRIVE
PASO ROBLES, CA 93346
PHONE (805) 238-6764
FAX (805) 238-6866

** Reprint **

Invoice: 0682622S.02
Date / Hour: 3/30/2023 4:18:59PM
Repair Order: 82622
Customer: 00100
Branch: 06
Total Invoice: \$600.73

CREDIT CARD

Page 1 of 3

Bill To: Lake Port Fire
445 N Main ST
LAKEPORT, CA 95493

Ship To: Lake Port Fire
445 N Main ST
LAKEPORT, CA 95493
Office Phone: (707) 972-2176
Shop Phone: 4088932521
Email:
tmagness@coastcounties.com

Work: (707) 972-2176

Customer P/O: Add User: rdurmm Open Date: 03/20/2023 Completion Date: 03/29/2023
Salesperson: House1

Unit Number: 5011 Model Year: 2021 Make/Model: Pierce
Type: Truck VIN: 4P1BAAGF8MA023457 Meter: 16039 Miles
In-Service Date: 09/29/2021

Task: 1 4900001 Perform Rapid Check Diagnostics Department: SERVICE

Complaint: PASSENGER SIDE REAR HUB LEAK

Correction: 3/20/2023 2:13:45 PM 1487 Pulled the truck into the shop. Removed the chrome rear passenger hub axle flange cover. Found that 1 of the two nuts that hold on the bracket for the chrome cover had completely come loose and was bouncing around within the chrome hub cover. Removed the cover support bracket and inspected to make sure the leak was coming from behind the axle flange. Found no indicators of otherwise, inspected the nuts for the axle flange and found that 6 of the 8 nuts were able to be hand turned. Took photos before further disassembly. Removed the 8 nuts that secure the axle flange. Removed the axle and found that there was no paper gasket and or sealant for the mating surface of the hub and axle flange. Submitted P&A
3/29/2023 3:37:01 PM 1487 Replaced the nuts on the axle flange. The axle flange mating surface was prepped and a paper gasket was installed. The nuts for the axle flange were each torqued to 180 lb ft. The hub was then filled via the service fill plug behind the axle flange. Used a gallon of 75w-90 differential fluid. Reinstalled service plug and tightened. Cleaned the wheel area of the residual oil left behind from when the truck originally came in. Cleaned chrome components using parts washer and reinstalled lug nut covers. The hub cover bracket was reinstalled with its 2 nuts and verified that those nuts are tight. The hub cover was then reinstalled and cleaned as well. Task is complete. The rear passenger hub is no longer leaking.

Table with 7 columns: Supp, Part, Description / Ref Number, U/M, Quantity, Price, Extended Price. Rows include GASKET, SYNTHETIC-EP 75W90 AXLE LUBE, SAE Hex Nut 5/8in-TPI 18, Hazardous Waste Fee, and Freight Inbound.

PNF106

TRANSACTIONTYPE: SALE
TRANSACTIONRESULT: APPROVED
TIMESTAMP: 3/30/2023 4:18:54 PM
MERCHANTORDERNUMBER: 0682622S.02
AMOUNT: \$600.73
ENTRYMETHOD: CardManual
ACCOUNTTYPE: Visa
ACCOUNT: XXXXXXXXXXXX9380
TRANSACTIONID: 589728369530
AUTHCODE: 058711

Detail Tax Info:

Sales Tax \$10.36
Total: \$10.36

Summary table with 2 columns: Category, Amount. Rows: Total Parts: \$102.68, Total Labor: \$439.90, Total Miscellaneous: \$47.79

** See Last Page for Invoice Total **

CUSTOMER #: WH519884
UNIT# 5011

YOUR REPAIR ORDER NUMBER IS:	311034
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RIVERVIEW INTERNATIONAL TRUCKS, LLC.
2445 Evergreen Avenue, P.O. Box 716
West Sacramento, CA 95691-0716
(916) 371-3110

INVOICE

LAKEPORT FIRE
445 NORTH MAIN STREET
LAKEPORT, CA 95453
HOME: 707-263-4396 CONT: 707-263-4396

PAGE 1

BUS: CELL: SERVICE ADVISOR: 111 Scott Formanek

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
5011	21	CRANE CARRIER CUSTOM	4P1BAAGF8MA023457		19315/19315	T3202
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE
01SEP21 DD			23:00 28JUN23		CASH	30JUN23
R.O. OPENED	CLOSED	OPTIONS: ENG:75096239				
16:54 28JUN23	09:32 30JUN23					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

A CHECK ENGINE LIGHT ON FOR AFTERTREATMENT CODES ACTIVE IN SYSTEM.
PLEASE ASSESS AND ADVISE ON REPAIRS NEEDED.

12 ENGINE

37 CRT1

87.50 87.50

19315

PULLED INTO SHOP AND CHECKED FOR CODES. HAS QLS CODES - STOPPED.
ADVISED CUSTOMER ON FINDINGS

B CUSTOMER STATES PASS REAR HUB SEAL LEAKING. PLEASE ASSESS AND ADVISE ON REPAIRS NEEDED.

14 REAR AXLE

37 CRT1

533.75 533.75

1 3566966C1 GASKET AXLE SHAFT FLG R T U 15.29 10.56 10.56

1 LOC37421KK SEALANT-, THREADLOCKER, 271 HD 7.41 6.89 6.89

8 2017526*100768 FLANGE STUD 7.56 5.10 40.80

8 HU10A*100768 LOCK NUT 1.76 1.19 9.52

19315 REMOVED CHROME, NUT COVERS AND HUB COVER. FOUND THE AXLE FLANGE GASKET LEAKING. REMOVED THE NUTS AND STUDS. SOME STUDS SHOW CHAFFING. REMOVED AXLE, CLEANED AND INSTALLED AXLE WITH NEW GASKET. INSTALLED NEW STUDS/NUTS THEN TORQUE TO SPEC. STEAM OFF WHEEL HUB AND INNER FENDER. ASSEMBLED ALL BACK TOGETHER. RECHECK OIL LEVEL, OKAY

C CUMMINS CAMPAIGN 2532 FOR FUEL INJECTOR SUPPLY LINE.

15 FUEL SYSTEM

37 CRT1

0.00 0.00

19315

COULD NOT GET CAB UP, LOCKS WENT RELEASED.

ADVISED CUSTOMER - UNIT TO GO TO GOLDEN STATE FOR REPAIRS

**NO CHARGE - INFO ONLY

MISCELLANEOUS SUPPLIES

RECEIVED
LAKEPORT FIRE
AUG 29 2023

31.06

445 N. MAIN STREET
LAKEPORT, CA 95453



2445 Evergreen Avenue P.O. Box 716
(916) 371-3110 Parts (916) 371-3115
WEST SACRAMENTO, CA 95691-0716



MERITOR.

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
ADJUSTMENTS	
SALES TAX	
PLEASE PAY THIS AMOUNT	

X

I acknowledge notice and oral approval of an increase in the original estimated price.

EPA# 982312225

CUSTOMER #: WH519884
 UNIT# 5011

YOUR REPAIR ORDER NUMBER IS:	311034
------------------------------	---------------

RIVERVIEW INTERNATIONAL TRUCKS, LLC.

2445 Evergreen Avenue, P.O. Box 716
 West Sacramento, CA 95691-0716
 (916) 371-3110

INVOICE

PAGE 2

LAKEPORT FIRE
 445 NORTH MAIN STREET
 LAKEPORT, CA 95453
 HOME: 707-263-4396 CONT: 707-263-4396
 BUS: CELL: SERVICE ADVISOR: 111 Scott Formanek

UNIT	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG	
5011	21	CRANE CARRIER CUSTOM	4P1BAAGF8MA023457		19315/19315	T3202	
IN SERVICE DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	PAYMENT	INV. DATE	
01SEP21 DD			23:00 28JUN23		CASH	30JUN23	
R.O. OPENED	CLOSED	OPTIONS: ENG: 75096239					
16:54 28JUN23	09:32 30JUN23						
LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL

*
*
*
*
*
*

RECEIVED BY: _____

RECEIVED: RP 8/31/23
 CODE: 17-00A Vehicle Maintenance
 APPROVED: [Signature]
 09.13.2023



2445 Evergreen Avenue P.O. Box 716
 (916) 371-3110 Parts (916) 371-3115
 WEST SACRAMENTO, CA 95691-0716



MERITOR.

DESCRIPTION	TOTALS
LABOR AMOUNT	621.25
PARTS AMOUNT	67.77
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	31.06
TOTAL CHARGES	720.08
ADJUSTMENTS	0.00
SALES TAX	5.59
PLEASE PAY THIS AMOUNT	725.67

X

I acknowledge notice and oral approval of an increase in the original estimated price.

EPA# 982312225

Repair Order Invoice

Invoice To:

LAKEPORT FIRE DISTRICT
445 N. Main Street
Lakeport CA 95453

Golden State Emergency Vehicle Service Inc.

7400 Reese Road
Sacramento, CA 95828-3706
Tel: (916) 330-1638
Fax: (916) 330-1649
United States
daron@goldenstatefire.com

RECEIVED
LAKEPORT FIRE

AUG 23 2023

445 N. MAIN STREET
LAKEPORT, CA 95453

Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Aug 18, 2023	WI002815	LFD-001	WARRANTY	NET30	

RO W0003405 Owner LAKEPORT FIRE DISTRICT Repair Loc. Golden State Emergency Repair Aug 16, 2023

Unit 35986 Enforcer Pumper	VIN 4P1BAAGF8MA023457	License	Last Cert.()
Make PIERCE	Model ENFORCER	Year 2021	Engine
ENGINEHOU 1128 HR	ODOMETER 15090 MI		

Activity Description

Part Number	Part Description	Quantity	Charge	Total
1.A) Cooling System		8.00 HR	170.000	1,360.00
<p><i>Complaint: Customer states, "Coolant leaking on the ground." Please check and advise.</i></p> <p><i>Cause/Reason: Pierce Incident#230710-000143. Rubbing/chaffed hose Re-torque on clamps</i></p> <p><i>Correction/Task: 7/7 RR - I was working on the vehicle for some other faults I identified that the vehicle was leaking near the front passenger side and after looking underneath the vehicle looks like it's leaking from multiple areas. I went ahead and performed a coolant pressure test after I tighten down the obvious coolant leaks. I found a few more loose hoses leaking and identify one hose coming from the radiator surge tank that is rubbing and would need to be replaced. Started an incident with Pierce. I got the OK to go ahead and replace the damage hose coolant hose. Replaced the damaged hose. I torqued any other leaking fittings and retested the coolant system overnight. No leaks. The vehicle went out on a test drive when he came back I checked the proper levels of coolant. Task completed.</i></p>				
H-151	HEATER HOSE, 1" ID	3.00 FT	3.7500	11.25
				Activity Sub- 1,371.25
2.B) Cab Tilting Mechanism		12.75 HR	170.000	2,167.50
<p><i>Complaint: Cab will not raise.</i></p> <p><i>Cause/Reason: Pierce Incident# 230707-000413. Misaligned cab hinge and cab locks.</i></p> <p><i>Correction/Task: 7/6 RR - Cab pump turns on and attempted to raise the cab. The cab raised about 1 inch but it's not able to raise past the cab locks. It sounds like it gets stuck and cannot go any further. I checked for fluid levels, and it looks like the cab locks are disengaged and they feel loose when disengaged. I did notice that the cab was pushed all the way to one corner of the cab locks and was getting jammed with the cab. Went ahead and loosen up the four mounting bolts for the cab locks to hopefully release the cab enough to raise. I was able to get the cab to raise after applying little pressure to the driver's side. After taking measurements, I noticed that the cab tilted to the passenger side. 3/4" with the cab completely down and when I would raise the cap past the locks, the cab will shift even more than 1/2" off to the passenger side. When I would bring the cab back down, it would slam against the lock, not lining up. Readjusted the cab tilt bracket in the front. Checked alignment during cab lift/lower and the cab and locks are aligned. Task completed</i></p> <p><i>**Concern was submitted to Pierce Mfg. for warranty consideration and the claim was denied. Outside the warranty eligibility (Warranty Expiration:</i></p>				
				Activity Sub- 2,167.50

Repair Order Invoice

Invoice To:

LAKEPORT FIRE DISTRICT
445 N. Main Street
Lakeport CA 95453
United States
Tel: (707) 263-4396 Fax: (707) 262-1283

Golden State Emergency Vehicle Service Inc.

7400 Reese Road
Sacramento, CA 95828-3706
Tel: (916) 330-1638
Fax: (916) 330-1649
United States
daron@goldenstatefire.com

Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Aug 18, 2023	WI002815	LFD-001	WARRANTY	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
3. C) Air Hoses/Lines		4.25 HR	170.000	722.50	
<i>Complaint: There was an audible air leak discovered.</i>					
<i>Cause/Reason: Leaking fitting</i>					
<i>Correction/Task: 7/11 RR - Noticed an air leak track down the air leak to a 90° quick connect fitting. Replaced the connector and re-tested. Task completed.</i>					
3200X2	PIPE FITTING ADAPTER	1.00 EA	2.2350	2.24	
1869X4	DOT AIR BRAKE FTING QC MALE ELB	1.00 EA	12.7800	12.78	
				Activity Sub-	737.52

Authorized

Total Labor: 4,250.00
Total Parts: 26.27
Shop Supplies: 63.75
Sub Total: 4,340.02
SAC-CO: 6.98
Invoice Total: \$ 4,347.00

PAYMENT(S): Remit payment to:
Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828

If desired, credit card payments can be made by logging onto goldenstatefire.com. You will need the invoice number to pay online.

RETURN(S): All electrical parts are final. Notification must be received within 30 calendar days from invoice date. Authorization(s) are dependent upon OEM approval, restocking and other fees may apply.

PARTS ONLY CREDIT MEMO POLICY: If applicable, credit memo to be applied in its entirety to balance within 30 days of notice date. If not applied, refund check will be issued to the address on invoice.

EPA# CAL000402744

Signature: _____

RECEIVED: 8/23/23
CODE: 17-00-A Vehicle Repair
APPROVED: _____



GOLDEN STATE
EMERGENCY VEHICLE SERVICE

Golden State Emergency Vehicle Service Inc.

7400 Reese Road
Sacramento CA 95828-3706
United States
Tel: (916) 330-1638
Fax: (916) 330-1649

Office Copy
COUNTER SALE
INVOICE

Invoice No.: CC001704	
Date	Aug 17, 2023
Sale No.	CS049224
Reference	
Payment Term	NET30
A/C No.	LFD-001
Page	1 / 1

INVOICE TO:
Lakeport Fire District
445 N. Main Street
Lakeport CA 95453
United States

SHIP TO:

RECEIVED
LAKEPORT FIRE

AUG 17 2023

445 N. MAIN STREET
LAKEPORT, CA 95453

Tel: (707) 263-4396 Fax: (707) 262-1283

Customer PO : CREDIT RETURN

LINE No.	PART No.	QTY	CHARGE	EXTENDED
1	3569716 (*) SEND,LOW COOLANT PROBE 1/4" CASCO 2030100057-01	-1.00 EA	103.0500	-103.05
Notes	CREDIT RETURN			

TOTALS.....

Net Total: -103.05

SAC-CO: 7.99

INVOICE TOTAL (USD):

\$ -111.04

Credit

PAYMENT(S): Remit payment to:
Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828

If desired, credit card payments can be made by logging onto goldenstatefire.com. You will need the invoice number to pay online.

RETURN(S): All electrical parts are final. Notification must be received within 30 calendar days from invoice date. Authorization(s) are dependent upon OEM approval, restocking and other fees may apply.

PARTS ONLY CREDIT MEMO POLICY: If applicable, credit memo to be applied in its entirety to balance within 30 days of notice date. If not applied, refund check will be issued to the address on invoice.

EPA# CAL000402744

SIGNATURE X _____

RECEIVED: *FD* 8/21/23

CODE: 28-306 *Operating Supplies*

APPROVED: *[Signature]*
08/24/2023



GOLDEN STATE
EMERGENCY VEHICLE SERVICE

Golden State Emergency Vehicle Service Inc.

7400 Reese Road

Sacramento CA 95828-3706

United States

Tel: (916) 330-1638

Fax: (916) 330-1649

Office Copy

COUNTER SALE

INVOICE

INVOICE TO:
Lakeport Fire District
445 N. Main Street
Lakeport CA 95453
United States

SHIP TO:
LAKEPORT FIRE DISTRICT
445 N. Main Street
Lakeport CA 95453
United States

Invoice No.: CI035748	
Date	Sep 15, 2022
Sale No.	CS042734
Reference	35986
Payment Term	NET30
A/C No.	LFD-001
Page	1 / 1

Tel: (707) 263-4396 Fax: (707) 262-1283

Customer PO : MOBILE WO

LINE No.	PART No.	QTY	CHARGE	EXTENDED
1	3569716 (**) SEND,LOW COOLANT PROBE 1/4" CASCO 2030100057-01	1.00 EA	103.0500	103.05
Notes				

TOTALS.....

Net Total: 103.05
Priority Freight: 136.00
SAC-CO: 7.99

INVOICE TOTAL (USD): \$ 247.04

PAYMENT(S): Remit payment to:
Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828

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RETURN(S): All electrical parts are final. Notification must be received within 30 calendar days from invoice date. Authorization(s) are dependent upon OEM approval, restocking and other fees may apply.

PARTS ONLY CREDIT MEMO POLICY: If applicable, credit memo to be applied in its entirety to balance within 30 days of notice date. If not applied, refund check will be issued to the address on invoice.

EPA# CAL000402744

SIGNATURE X _____

RECEIVED: RD 8/24/23
CODE: 28306 priority supplies
APPROVED: [Signature]
08/24/2023

Repair Order Invoice

Invoice To:

 LAKEPORT FIRE DISTRICT
 445 N. Main Street
 Lakeport CA 95453
 United States
 Tel: (707) 263-4396 Fax: (707) 262-1283

Golden State Emergency Vehicle Service Inc.

 7400 Reese Road
 Sacramento, CA 95828-3706
 Tel: (916) 330-1638
 Fax: (916) 330-1649
 United States
 daron@goldenstatefire.com

Page 1 / 9

Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	

RO WO003473	Owner LAKEPORT FIRE DISTRICT	Repair Loc. Golden State Emergency	Repair Nov 27, 2023
-------------	------------------------------	------------------------------------	---------------------

Unit 35986 Enforcer Pumper	VIN 4P1BAAGF8MA023457	License	Last Cert.()
Make PIERCE	Model ENFORCER	Year 2021	Engine
ENGINEHOU 1128 HR	ODOMETER 23663 MI		

Activity Description				
Part Number	Part Description	Quantity	Charge	Total
1.A)	Labor Sublet - UPF (Inv. to UPF)	0.00	HR 0.0000	0.00
<i>Complaint: Customer states, "UPF is tentatively supposed to be at Golden State on 12/11/2023 to due warranty repair on a leak at the front of the tank of E5011 and coordinate with Golden State to due the tank removal." Please check and advise.</i> <i>Cause/Reason: Leaks - Class 3</i> <i>Correction/Task: Sublet vendor came onsite and performed tank repair.</i>				
Activity Sub-Total:				0.00

Repair Order Invoice

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description		Quantity	Charge	Total
2.B) PM C Service			24.00 HR	170.0000	4,080.00
<i>Complaint: Perform PM service "C" in accordance with NFPA 1911 and Pierce Mfg.</i>					
<i>Cause/Reason: Preventative maintenance</i>					
<i>Correction/Task: 12/22 BF- Started PM service (C) - Lifted unit and drained fluids and removed filters. Sent request for filters/elements.</i>					
<i>1/2 BF- Completed remainder of engine, suspension & chassis inspection and greased the chassis.</i>					
<i>1/3 BF- Recorded tire tread depth and finished the Brakes & Tires section of the PMIR.</i>					
<i>1/4 BF- Completed Safety Equipment section of the PMIR.</i>					
BULK-ISO68	ISO 68 HYDRAULIC FLUID		1.00 QT	8.2020	8.20
3310558	(**)GASKET,FLANGE,HUBCAP TAK-4		2.00 EA	3.4884	6.98
1681958C1	POWER STEERING RESVOIR BOLT SEAL		1.00 EA	10.6488	10.65
BULK-15W40	CHV,DELO,400,15W40,CJ4SM		44.00 QT	7.1892	316.32
05050	(**) BRAKLEEN 14 OZ AEROSO		1.00 EA	4.2687	4.27
BULK-DURADRIIVE	ALLISON TRANSMISSION FLUID - BULK/GAL TES-668		36.00 QT	13.3875	481.95
BULK-ATF	CHV,ATF,MD-3		12.00 QT	5.8802	70.56
BULK-80W90	CHV MULTI GEAR EP-5,80W90		18.50 QT	9.4629	175.06
4324139292	(**) DRYER PURGE KIT		1.00 EA	139.2912	139.29
4329012482	AIR DRYER ELEMENT		1.00 EA	153.3060	153.31
LF14001NN	OIL FILTER		1.00 EA	59.7465	59.75
29558329	(**)TRANSMISSION FILTER, TALL		1.00 EA	118.7280	118.73
FF5825-NN	(**) FUEL FILTER		1.00 EA	63.2196	63.22
1629067	FILTER ELEMENT,RACOR 490R 10 MICRON		1.00 EA	119.8602	119.86
HF8140	(**) P/S FILTER. FLTGRD		1.00 EA	11.3220	11.32
2618607	(**) AIR CLEANER,11.0X15.0,7 IN-OUT STA		1.00 EA	210.5280	210.53
Activity Sub-Total:					6,030.00

Repair Order Invoice

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
3. C) Labor Sublet - Tires		0.00 HR	0.0000	0.00	
<i>Complaint: Sublet vendor to flip the front tires on the rim (TAK-4).</i> <i>Cause/Reason: Preventative maintenance</i> <i>Correction/Task: The sublet vendor came onsite and confirmed that the tires do not have enough useable tread life to warrant a flip on the rim. Appointment canceled—customer to address tires upon return.</i>					
				Activity Sub-Total:	0.00
4. D) Labor Sublet - Alignment		0.00 HR	0.0000	0.00	
<i>Complaint: Sublet vendor to perform 2-axle alignment after service.</i> <i>Cause/Reason: .</i> <i>Correction/Task: Sublet vendor to perform vehicle alignment.</i>					
				Activity Sub-Total:	0.00

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
5. E)	R & R WATER TANK	0.00	HR 0.0000	0.00	
<p><i>Complaint: Pull out water tank.</i></p> <p><i>Cause/Reason: Customer request tank leak repair</i></p> <p><i>Correction/Task: 12/12 (BF&DR) -Removed hose bed dividers and all plumbing going to the tank, drained foam system, the tank is now ready to be removed.</i></p> <p><i>12/13 DR & BF -Using the forklift and boom, pulled the tank from the vehicle and placed it on stands in the breezeway. Plugged the holes in the tank for testing after repair.</i></p> <p><i>12/13 BF -Tested the repair at the DS rear tubing repair on the water tank by filling it up, no leaks were seen after 3 hours. Drained the tank and removed the plugs.</i></p> <p><i>12/18 MM -Welded broken deck plate pieces back together.</i></p> <p><i>12/18 BF & DR -Placed the tank in the cradle and secured with brackets. Installed all the plumbing, discharge lines and electrical. Installed the hose bed compartment partitions and decking. Need to leak check and install hose dividers.</i></p> <p><i>12/19 BF -Started installing the hose dividers, got pulled off. Dividers are on a pallet in hose bed, h/w in cab.</i></p> <p><i>12/21 BF -Finished installing hose dividers. Need to leak check.</i></p> <p><i>1/4 BF -Filled tank and will let it sit overnight to check for leaks.</i></p> <p><i>1/5 BF -No leaks seen. Task completed.</i></p>					
Activity Sub-Total:				0.00	
6. F)	PUMP TESTING	1.00	HR 500.0000	500.00	
<p><i>Complaint: Perform annual pump performance test in accordance with NFPA 1911.</i></p> <p><i>Cause/Reason: Annual testing/maintenance</i></p> <p><i>Correction/Task: 1/8 BF -Perform an annual pump test IAW NFPA 1911. The unit passed all checks good. Deck gun relief started leaking under pressure during the pump test (see pic).</i></p>					
Activity Sub-Total:				500.00	

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
7. G) Emission Controls		0.00 HR	0.0000	0.00	
<p><i>Complaint: Check Engine light is on.</i></p> <p><i>Cause/Reason: Active DEF quality codes (6767 and 4277). Incident#240108-000404</i></p> <p><i>Correction/Task: 1/5 BF- Performed the troubleshooting checklist according to service bulletin #406.13. Placed the DS rear wheel on jack stands and removed wheels/ wheel well. Removed the DEF header and noticed nothing wrong. Installed the header, wheel well and wheels. Moved the truck outside and performed a regen after clearing codes. DEF codes 6767 and 4277 reappeared, promoting the replacement of the header. Brought the vehicle inside and performed the steps above to replace the DEF header. Installed everything and cleared the codes, ran the truck for several minutes and didn't see and codes reappear. Need to perform another regen on Monday to verify codes are gone.</i></p> <p><i>1/8 BF- Moved the vehicle to a suitable location and performed a regen. No codes seen, all checks good. Placed DEF header on warranty shelf.</i></p>					
3584091	HEADER,DEF TANK,CUMMINS KUS,RBR BT,ULTRSNC,QLS,2016-22	0.00 EA	0.0000	0.00	
<i>Submitted on 8WO1007</i>					
DEF	DIESEL EXHAUST FLUID	0.00 BO	0.0000	0.00	
<i>Submitted on 8WO1007</i>					
				Activity Sub-Total:	0.00
8. H) Labor Sublet - Opacity Testing		1.00 HR	95.0000	95.00	
<p><i>Complaint: Sublet vendor to complete annual opacity testing (emissions)</i></p> <p><i>Cause/Reason: Annual inspection/recording</i></p> <p><i>Correction/Task: Sublet vendor came onsite and performed annual opacity testing. PASSED - 3 Test Average of 1.13% (MAX Allowable 40%)</i></p>					
				Activity Sub-Total:	95.00

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
9. I) PM Inspection Note: Brakes					
<i>Complaint: PM Inspection recorded 25% remaining brake pad thickness. Change as necessary.</i> <i>Cause/Reason: Rotors measured at 43mm thickness (MIN: 37mm).</i> <i>Correction/Task: 1/18 BF - Ordered brake pad kits for all wheels. R&R the front brake pads. Place the rear on jack stands and removed wheels and brake pads, Awaiting the right brake pads.</i> <i>1/19 BF - Installed the the rear brake pads and wheels. Torqued all wheel lugs and installed covers. Brakes need to be burnished.</i> <i>1/22 MM - Test drive truck in town to burnish rear brakes.</i>					
K129276	BENDIX BRAKE PAD SET	1.00 EA	319.8771	319.88	
K218039	(**) TAK 4 SEVERE DUTY BRAKE PADS	1.00 EA	375.7986	375.80	
Activity Sub-Total:				1,843.18	
10. J) PM Inspection Note: Batteries & Cables					
<i>Complaint: PM Inspection noted: PS inboard batt failed load test. Replaced 2 +batt cables due to corrosion.</i> <i>Cause/Reason: PS inboard most battery failed load test</i> <i>Correction/Task: 1/18/24 BF- R&R the bad battery and placed the core in the parts department.</i>					
31-MHD	INTRSTATE, GROUP 31, 950 CCA TOP/STUD	-1.00 EA	31.0000	-31.00	
31-MHD	INTRSTATE, GROUP 31, 950 CCA TOP/STUD	1.00 EA	31.0000	31.00	
31-MHD	INTRSTATE, GROUP 31, 950 CCA TOP/STUD	1.00 EA	184.0896	184.09	
63-1724	CABLE ASY BAT POS 2-31, STUD PIERCE, JULIAN	1.00 EA	37.5309	37.53	
Activity Sub-Total:				391.62	

Repair Order Invoice

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Invoice Date	Invoice	A/C	Customer PO	Payment Term	Customer Tax #
Jan 26, 2024	WI002914	LFD-001	E5011	NET30	
Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
11 K)	PM Inspection Note: Tires	0.00 HR	0.0000	0.00	
<i>Complaint: Tires are at or below serviceable limits.</i> <i>Cause/Reason: DF: 12/32, PF: 6/32, DRI: 2/32, DRO: 6/32, PRI: 2/32, PRO: 3/32</i> <i>Correction/Task: Customer is addressing tires upon completion.</i>					
Activity Sub-Total:				0.00	
12 L)	Engine Mounts	10.75 HR	170.0000	1,827.50	
<i>Complaint: PM Inspection Note: The engine mounts appear to be loose. Retorque as necessary.</i> <i>Cause/Reason: Engine motor mounts are worn</i> <i>Correction/Task: 1/18 BF- Retorqued the engine motor mounts and found them worn beyond use, the bottom is loose still with the bolt bottomed out on the mount sleeve. Ordered new mounts.</i> <i>1/19 BF- Loosened up the transmission cooler under the engine mount bolts to allow the bolts to be removed. Removed the nuts from the motor mount bolts.</i> <i>1/22 BF- Found a heavier-weighted ISO mount in the parts department with the same length and diameter. Installed the heavier-rated mounts, and torqued the bolts. Installed the transmission cooler and skid plate. Moved the vehicle outside and cleaned the area.</i>					
1732756	ISO MOUNT, CB3 850LB NEO	2.00 EA	24.6359	49.27	
82-4065	NUT, FLG, LKSP .63-11 G8 MB .63-11 UNC	2.00 EA	3.8403	7.68	
22M5	CAP SCREW, 5/8-11 X 5"	2.00 EA	4.6359	9.27	
Activity Sub-Total:				1,893.72	
13 M)	Driveline	0.75 HR	170.0000	127.50	
<i>Complaint: PM Inspection Note: The driveline u-joint cap is missing a bolt. Please replace as necessary.</i> <i>Cause/Reason: Missing bolt.</i> <i>Correction/Task: DB 1/19/24. Found missing bolt on the driveline. Looked for replacement without replacing u-joint. Installed bolt torqued all u-joints on the truck. Task completed.</i>					
Activity Sub-Total:				127.50	

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Activity Description					
Part Number	Part Description	Quantity	Charge	Total	
14N)	Sublet - Axle OEM	2.00 HR	170.0000	340.00	
<p><i>Complaint:PM Inspection note: The DS rear axle seal is leaking. Send the unit to OEM for corection.</i></p> <p><i>Cause/Reason:*</i></p> <p><i>Correction/Task:1/24 MM -Drive truck to fuel station to fuel up and then drop off at vendor for warranty repairs.</i></p>					
Activity Sub-Total:				340.00	
15O)	Lighting System	3.75 HR	170.0000	637.50	
<p><i>Complaint:PM Inspection Note: DS/ PS pump panel perimeter lights broken. Please replace as necessary.</i></p> <p><i>Cause/Reason:Broken DS/ PS pump panel perimeter lights.</i></p> <p><i>Correction/Task:1/16 BF- Pull parts from stock and placed on my box. Moved the vehicle inside. R&R the DS perimeter light. Tested and found that all the perimeter lights only worked partially, like there wasn't enough power. Referenced the electrical schematics and found the 15amp fuse #25 glowing. Determined the fuse was bad and replaced, system works as it should now.</i></p> <p><i>Still need to replace the PS light.</i></p> <p><i>1/18 BF- R&R the PS pump panel perimeter light. Tested and checks good.</i></p>					
SFT15	15 AMP ATC SMART FUSE 12V	1.00 EA	3.0600	3.06	
SDCS1422	CRIMP N SEAL BUTT SPLICE 22-18 TO 16-14	4.00 EA	3.3813	13.53	
2683564	LIGHT,TECNIQ,T10,GROUND,CLR,12 TECNIQ,T10-LC00-1-WH	2.00 EA	23.7150	47.43	
Activity Sub-Total:				701.52	

Authorized



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: September 13, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: Possible Change to Fire Chief's Annual Performance Evaluation Form

Recommendation

1. Make a motion to replace, within the Board Policies and Procedures Manual, the current performance evaluation form with the form chosen by the Board

Background

The current performance evaluation form is rather clunky and outdated. I have solicited the following examples of potential new forms from our attorneys and am hoping one of the formats will be acceptable to the Board.

Attached is the current performance evaluation policy and form, as well as four (4) examples of potential new formats.

Current Policy

APPENDIX D

FIRE CHIEF EVALUATION

The Board, working with the Fire Chief, will establish performance criteria and insert them into the evaluation form. The criteria should reference organizational goals and the Fire Chief's job description. The evaluation form may be revised as needed.

Each Director and the Fire Chief will complete the evaluation form, rating the Fire Chief's performance during the evaluation period. Each criterion should be rated from 1-5, with 1 = Low through 5 = High. This numerical rating system tends to provide more perspective rather than commentary alone. Ratings with commentary are ideal. (See Appendix E for the current Evaluation Form).

On the bottom of the form, provide any commentary you feel appropriate. Provide the evaluation form and commentary to the Director who is assigned to collate the sheets (usually the Board Chairperson).

The Board Chairperson shall compile the Fire Chief's final evaluation into an average rating from each of the rated categories. Similarly, the commentary may be summarized, or each rater's comments may be provided to the Fire Chief.

The Directors shall provide the evaluation report to the Fire Chief for his/her review and schedule a meeting with the Fire Chief within five business days.

Ensure plans are made to address ratings below 3, indicating specific actions by specific dates.

The Directors and the Fire Chief shall provide their feedback on the results and process in closed session.

Current Evaluation Form

APPENDIX E

ANNUAL FIRE CHIEF PERFORMANCE EVALUATION

Director: _____ Date: _____

Instructions: Considering the Fire Chief's performance over the last 12 months (or other period designated by the board), please respond to the following questions. Rate each item from 1 (low) to 5 (high) based on your opinion of his performance. If you do not have enough information to rate, please put N/A.

I. OPERATIONAL EFFECTIVENESS

SCORE EVALUATION

- 1 Programs are planned, organized and supervised well
- 2 Provides regular reports on the status of service delivery
- 3 Has a good understanding of the delivery of basic services
- 4 Has a good awareness of new trends in providing basic government services
- 5 Has a good understanding of how to measure productivity improvements in departmental operations
- 6 Complaints regarding services, programs, or District staff, (less any compliments or commendations) addressed in a timely manner

II. FISCAL WELLNESS AND ACCOUNTABILITY

Does the Fire Chief:

- 7 Prudently manage the finances within Board policies
- 8 Prepares realistic budget proposals
- 9 Keeps the Board informed of the present and anticipated financial status
 - 1 Finds innovative solutions to financing District's services
 - 0
 - 1 Possess a solid understanding of financial management
 - 1

III. BOARD SUPPORT

	12	Adequately supports the Board in its policy-making role
	13	Defines goals and policies in a form in which they can be accomplished
	14	Presents all sides of an issue or problem to the Board to enhance the Board's decision-making process
	15	Board's policies are implemented consistently and effectively
	16	Sufficiently communicates to the chiefs, firefighters and staff
	17	Actions and activities are carried out in accordance with Board's direction in a timely fashion

	18	There is a good system for follow-up and follow-through
	19	Effectively communicate and works with the Board as a whole and individual Directors

- 20 Is sensitive to individual Board needs and treats all Directors fairly
- 21 Takes actions needed to keep the Board/Fire Chief relationship strong
- 22 Communications with Board of appropriate frequency, depth, and timeliness
- 23 Communications include sufficient information and alternatives and staff recommendations to make policy decision
- 24 Board kept abreast of affairs and external developments that impact the District
- 25 Gives “bad news” to the Board in a timely and appropriate manner
- 26 Anticipates the changing needs of the community and the organization, identifies potential problems in the community before they occur, and brings solutions and alternatives to the Board on how to plan for the future and avoid problems
- 27 Uses meaningful techniques to assess District needs
- 28 Understands the political issues in identifying and setting goals to solve Problems

IV. EMPLOYEE SUPPORT AND DEVELOPMENT

The Fire Chief is effective in:

- 29 Recruiting, selecting, promoting and disciplining personnel
- 30 Developing the competency and capabilities of District staff and supporting their professional development
- 31 Administering wage, salary, and benefit policies
- 32 Labor management relations
- 33 Handling negotiations and contract administration
- 34 Handling grievances
- 35 Getting feedback from chief officers, firefighters and staff
- 36 Evaluating employees’ performance
- 37 Fostering communications throughout the organization

V. MANAGEMENT DIMENSIONS

The Fire Chief is respected as a leader:

	38	By the community
	39	By Chief Officers
	40	By firefighters
	41	By other government jurisdictions
	42	By community and professional organizations

The Fire Chief:

- 43 Generates enthusiasm and confidence among those same

groups

- 44 Motivates others to maximum performance
- 45 Actively takes the lead on important projects and tasks
- 46 Exhibits skill in analyzing situations
- 47 Makes decisions when conflict exists and cope with the stress from resulting criticism
- 48 Identifies information from both sides of an issue that is needed to improve decision-making
- 49 Is a problem solver
- 50 Anticipate problems and takes positive action to resolve them before they become critical
- 51 Manages well in a crisis under stress
- 52 Monitors programs once implemented
- 53 Manages time well (planning and prioritizing)?
- 54 Sets a good example for other employees
- 55 Demonstrates good basic management skills (delegation, planning, organizing, directing, coordinating, supervising, negotiating, lobbying)

Professional Development

The Fire Chief:

- 56 Actively pursues ways to increase his/her value to the District
- 57 Keeps abreast of important professional trends
- 58 Borrows good ideas from other fire agencies to use here

VI. GOAL ACHIEVEMENT

	59	Projects agreed upon in advance were completed within the given time frame with appropriate concern for costs
--	----	---

The following categories, when taken as a whole, contribute to making a good government.

How would you rate the Fire Chief as a leader in these areas?

	60	Responsive to disasters and/or emergencies
	61	Quality core services at low per capita costs
	62	Safe neighborhoods
	63	Planning, designing, financing and maintaining good infrastructure
	64	Customer/user satisfaction
	65	Fiscal wellness
	66	A greater sense of ownership by citizens of their governments
	67	Employees who have pride in their work

	68	An ethical and non-corrupt government
	69	Fostering public confidence in government

VII. COMMUNITY AND INTERGOVERNMENTAL RELATIONS

	70	Represents the District well to the public and to other organizations & agencies
	71	Gained the trust and confidence of the public
	72	Fostered cooperation among other jurisdictions

VIII. NARRATIVE SECTION

1. What are you most pleased with in the Fire Chief's performance during past year?

PERFORMANCE APPRAISAL SUMMARY

Example #1

(Rev 10-16)

Part I – PERSONNEL PERFORMANCE EVALUATION

Employee Name: Last, First, Middle Initial		Employee Number	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time
Supervisor , Title		Last Performance Date and/or Evaluation Period:	
		From:	To:
Department/Division	Appraisal type: <input type="checkbox"/> Annual <input type="checkbox"/> Interim/Probation/Other <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input type="checkbox"/> 9 Month		Date of Appraisal

Performance Evaluation Section

The supervisor is required to rate the performance factors based on the appropriate rating criteria (U, I, S, E) and make comments whether or not the employee meets expected standards. No need to rate factors that do not apply to the job. Overall comments should justify the ratings.

U – Unacceptable	Consistently fails to meet expected standards.				
I – Improvement Needed	Improvement needed for performance to meet expected standards.				
S – Meets Expected Standards	Generally meets expected standards.				
E – Exceeds Expected Standards	Performance consistently and accurately exceeds expected standards.				
PERFORMANCE FACTORS	U	I	S	E	COMMENTS
1. QUALITY OF WORK (Consider the extent to which complete work is accurate, neat, well-organized, thorough, and effective.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. QUANTITY OF WORK (Consider the extent to which the amount of work produced compares to quality standards of the job.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. QUALITY OF JUDGMENT (Consider the employee's effectiveness in organizing and using work tools, and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. RELATIONSHIPS WITH PEOPLE (Consider the extent to which the employee recognizes the needs and desires of other employees and customers, responds courteously to customer inquiries, treats internal and external customers with respect and courtesy, and inspires their respect and confidence, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. ATTITUDE (Consider the demeanor exercised in dealing with others, positive/negative job interest, behavior towards coworkers, managers/supervisor, subordinates, internal and external customers.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. JOB KNOWLEDGE (Consider one's mastery of the concepts needed to perform the job as subject matter expert such as knowledge, expertise, and skills essential to success on the job.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. COMMUNICATION (Consider the ability to write, speak, comprehend, and communicate clearly, concisely, and effectively.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. ATTENDANCE AND PUNCTUALITY (Consider the manner in which the employee gives advance notice within reason. (e.g., occasionally misses work or is consistently punctual with given work schedule.))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PERFORMANCE APPRAISAL SUMMARY

(Rev 7-16)

PERSONNEL PERFORMANCE EVALUATION - Continued

Performance Evaluation Section

The supervisor is required to rate the performance factors based on the appropriate rating criteria (U, I, S, E) and make comments whether or not the employee meets expected standards. No need to rate factors that do not apply to the job. Overall comments should justify the ratings.

U – Unacceptable	Consistently fails to meet expected standards.
I – Improvement Needed	Improvement needed for performance to meet expected standards.
S – Meets Expected Standards	Generally meets expected standards.
E – Exceeds Expected Standards	Performance consistently and accurately exceeds expected standards.

PERFORMANCE FACTORS	U	I	S	E	COMMENTS
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9. TAKING ACTION INDEPENDENTLY (Consider the extent to which the employee takes independent action to make work improvements, identify and correct errors, initiate work activities, new tasks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

10. MEETING WORK COMMITMENTS (Consider the extent to which the employee completes work assignments, meets deadlines, follows established policies and procedures, etc. Keep supervisors abreast of workload and ask for additional assignments if caught up with current assignments.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
---	--------------------------	--------------------------	--------------------------	--------------------------	--

11. ANALYZING SITUATIONS AND MATERIALS (Consider the extent to which the employee applies consistently good judgment in analyzing work situations and materials, performing well in new situations, drawing sound conclusions, and performing well under pressure.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

12 and 13 APPLIES TO SUPERVISOR/MANAGERS ONLY (CAN APPLY TO THOSE INDIVIDUALS PERFORMING APPROVED OUT-OF-CLASS IN THIS CAPACITY)

12. SUPERVISING THE WORK OF OTHERS (Consider the employee's effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results, encouraging and supporting employee suggestions for work improvement, applying policies, selecting and developing subordinates.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

13. PERSONNEL MANAGEMENT PRACTICES (Consider the extent to which the employee understands and applies good personnel management practices. Does the employee contribute effectively to the implementation of policies and/or procedures?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

14. OVERALL RATING –The overall rating must be consistent with the factor ratings and comments from the entire evaluation, but there is no prescribed formula for computing the overall rating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

15. FACTORS NOT LISTED ABOVE (USE ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--------------------------	--

GENERAL COMMENTS OR COMMENTS ON OTHER FACTORS NOT STATED ABOVE (supervisors should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factors and overall ratings of unacceptable and overall ratings of "exceeds expected standards" must be substantiated. Use additional sheets if more space is needed and attach to the Performance Appraisal Summary.)

PERFORMANCE APPRAISAL SUMMARY

THIS PORTION IS FOR ████ FIRE ONLY

SICK LEAVE USAGE IN THE LAST 12 MONTHS

Sick Leave Hours Used: _____
 Family Leave Hours Used: _____
 Total Sick Leave Hours Used: _____

I have participated in an over-all job performance discussion. I have reviewed this document and discussed the contents with my manager/supervisor. My signature means that I have been advised on my performance status and that I **Agree** with the performance evaluation.

I have participated in an over-all job performance discussion. I have reviewed this document and discussed the contents with my manager/supervisor. My signature means that I have been advised on my performance status and I **Do Not Agree** with the performance evaluation.

If Not In Agreement (Please provide reason)

SUPERVISOR DISCUSSED REPORT WITH EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO		SUPERVISOR DISCUSSED DUTY STATEMENT WITH EMPLOYEE		YES	NO
I RECOMMEND YOU BE GRANTED MERIT STEP INCREASE <input type="checkbox"/> YES <input type="checkbox"/> NO					
SUPERVISOR'S PRINTED NAME	SUPERVISOR'S SIGNATURE	TITLE	DATE SIGNED		
IN SIGNING THIS REPORT I ACKNOWLEDGE THAT THE REPORT HAS BEEN REVIEWED WITH ME AND THAT A COPY WILL BE PLACED IN MY PERSONNEL FILE					
EMPLOYEE'S PRINTED NAME	EMPLOYEE'S SIGNATURE	DATE SIGNED	<input type="checkbox"/> I WOULD LIKE TO DISCUSS THIS REPORT WITH THE REVIEWING SUPERVISOR		
I CONCUR WITH THE RATINGS GIVEN BY THE SUPERVISOR. I HAVE MADE NO CHANGE(S) TO THIS REPORT					
REVIEWING SUPERVISOR'S PRINTED NAME	REVIEWING SUPERVISOR'S SIGNATURE	DATE SIGNED	<input type="checkbox"/> AS REQUESTED, REVIEWING SUPERVISOR DISCUSSED PERFORMANCE REPORT WITH EMPLOYEE ON SAID DATE		

DISTRIBUTION Copies: 1—Personnel File 2—Employee 3—Supervisor

PERFORMANCE APPRAISAL SUMMARY

(Rev 7-16)

Part II - INDIVIDUAL DEVELOPMENT PLAN

Employee Name: First	Middle	Last	Supervisor
Position Title	Position Number	Last Performance Discussion Date and/or Evaluation Period	
		From:	To:
Department	Division		Date of Appraisal

Performance Goals – Goals to further job improvement during the next year for the employees present job or career development.

Goals and Achievements

Plans for Achieving Goals – Specific methods by which the employee can work toward accomplishing his or her performance goals (in-service training courses, college courses, rotation, special work assignments for training purposes, etc.).

Employee's Name (Print)	Employee's Signature	Date
Supervisor's Name (Print)	Supervisor's Signature	Date
Reviewing Supervisor's Printed Name	Reviewing Supervisor's Signature	Date

Example #2

LAKEPORT FIRE PROTECTION DISTRICT

**PERFORMANCE EVALUATION OF
FIRE CHIEF**

X/1/2023 – X/31/2024

PERSONAL/CONFIDENTIAL

**LAKEPORT FIRE PROTECTION DISTRICT
EMPLOYEE EVALUATION / FIRE CHIEF**

EMPLOYEE NAME: PATRICK REITZ
POSITION: FIRE CHIEF
EVALUATION PERIOD: MONTH 1, 2023 – MONTH 31, 2024

This evaluation is designed to assess the District Fire Chief's effectiveness in fulfilling his assigned duties. It also provides members of the Board of Directors with the opportunity to voice concerns and make recommendations for the improvement of one-the-job performance.

The Fire Chief, Board Members, and the District's Attorney of record, are required to hold a joint conference to discuss the results of the tabulated evaluations to effectively establish goals and objectives for the upcoming year.

The Fire Chief's performance is indicated by checking the rating that best describes how he is carrying out work in assigned categories. The evaluator should select the performance level for each category that most closely characterizes the Fire Chief's performance. If you are unsure of the performance level for any category reply "Don't Know."

RATING DEFINITIONS:

EXCEEDS - Exceeds performance requirements. Examples: Takes a positive leadership role in the position; inspires others in their work; shows interest in total programs; quality and quantity of work exceeds position requirements.

SATISFACTORY - Meets performance requirements. Examples: Works well with other employees, consistently and satisfactorily completes assignments in a timely manner; rarely needs follow-up directions, consistently follows District policies.

BELOW - Often does not meet performance requirements. Examples: Requires supervision often; some assignments not complete or not acceptable; problems working with others; lacks effective communication skills; does not follow District policies.

D/K – Don't Know. This is to be used when the evaluator does not have knowledge concerning the performance in a given category.

Board Members may use space between "exceeds" and "satisfactory" and/or "satisfactory" and "below" when it is believed the performance rating is between the two ratings.

**LAKEPORT FIRE PROTECTION DISTRICT
EMPLOYEE EVALUATION / FIRE CHIEF**

EMPLOYEE NAME: PATRICK REITZ
 POSITION: FIRE CHIEF
 EVALUATION PERIOD: MONTH 1, 2023 – MONTH 31, 2024

CATEGORY / DESCRIPTION	RATING AVERAGE
A. FIRE DISTRICT LEADERSHIP 1) Provides energy, leadership, vision, management & supervision to Fire District employees.	
2) Creates an atmosphere stressing the open, civil, discussion of issues, opportunities & the meeting of challenges.	
3) Has a professional acceptance of responsibility and job knowledge.	
4) Creates effective work methods and has skills of budgetary management, planning and organizing work.	
B. RELATIONSHIPS WITH THE BOARD OF DIRECTORS	
1) Provides reliable support to the Board in its planning, policy and accountability roles with employees and the community.	
2) Treats members of the Board with openness, trust and respect. Works to create harmony on the Board.	
3) Effectively carries out the direction and will of the Board.	
4) Clearly explains District activities, issues, controversies and policies.	
C. EMPLOYEE RELATIONS 1) Demonstrates skill and knowledge in management-employee procedures and practices.	

**LAKEPORT FIRE PROTECTION DISTRICT
EMPLOYEE EVALUATION / FIRE CHIEF**

EMPLOYEE NAME: PATRICK REITZ
 POSITION: FIRE CHIEF
 EVALUATION PERIOD: MONTH 1, 2023 – MONTH 31, 2024

2) Works to ensure open employee dialog. Demonstrates receptiveness to legitimate concerns.	
3) Ensures fairness and impartiality to all employees (suppression and administrative staff).	
4) Demonstrates effective labor negotiation leadership, stressing fairness to all parties.	
5. Ensures that all office procedure manuals are detailed with explicit duties.	
6) Ensures employee accountability through performance evaluation, staff development and district recognition.	
D. COMMUNITY RELATIONSHIPS	
1) Is aware of and communicates community needs to the District and District needs to the community.	
2) Maintains only positive rapport with local news media.	
E. JOB SKILLS	
1) Produces planning and organizing work with accuracy and neatness of work product.	
2) Has good oral and written expression.	
F. QUANTITY	
1) Accounts for amount of work performed.	
2) Is able to complete the work on schedule.	

**LAKEPORT FIRE PROTECTION DISTRICT
EMPLOYEE EVALUATION / FIRE CHIEF**

EMPLOYEE NAME: PATRICK REITZ
POSITION: FIRE CHIEF
EVALUATION PERIOD: MONTH 1, 2023 – MONTH 31, 2024

G. WORK CONDUCT	
1) Is observant of working hours and is in good attendance.	
2) Is attentive to duty and is willing to assume responsibility.	
3) Has initiative of self-starting energy	

**LAKEPORT FIRE PROTECTION DISTRICT
EMPLOYEE EVALUATION / FIRE CHIEF**

EMPLOYEE NAME: PATRICK REITZ
POSITION: FIRE CHIEF
EVALUATION PERIOD: MONTH 1, 2023 – MONTH 31, 2024

GENERAL OBSERVATIONS, CONCERNS AND RECOMMENDATIONS

1. **Identify any unique conditions that existed that influenced the evaluation of the Fire Chief.**

2. **Provide suggestions for improvement to strengthen the Fire Chief's knowledge, skills or job performance.**

3. **Provide any special recommendations or commendations that should be part of this evaluation which has not been previously mentioned.**



Example #3

Captain Performance Evaluation

Employee Name:

Evaluator Name:

Evaluation Date:

Evaluation Timeframe:

1. Mission Statement	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Demonstrates comprehension of and actively supports District's Mission Statement 				
<p><u>Comments/Examples:</u></p>				

2. Compliance and Standards	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Accepts direction and feedback from supervisors • Comprehends and follows chain of command • Adheres to District rules, regulations, policies, and protocols • Quality and quantity of work is consistent with experience and training in assigned position • Appearance and uniform are professional and appropriate • Attendance and leave usage is within District policies 				
<p>Sick Leave Shifts/Days Used: Enter Here</p>				
<p># of Shifts/Days Late: Enter Here</p>				
<p><u>Comments/Examples:</u></p>				

3. Job Knowledge	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently demonstrates competence in required job skills and knowledge • Exhibits desire and ability to learn and apply new skills to meet changing position and/or District needs • Keeps current with District and/or relevant industry developments • Effectively performs job duties with minimal supervision • Displays comprehension of how job relates to other positions and to overall organizational goals • Identifies and utilizes resources effectively • Requests assistance, training and clarification, as needed 				
<p><u>Comments/Examples:</u></p>				

4. Cooperation	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Establishes and maintains positive working relationships with co-workers and supervisors • Consistently interacts with co-workers and supervisors in a professional and respectful manner • Offers assistance and support to co-workers in an effort to foster an organizational teamwork environment • Accepts tasks and assignments with a positive, collaborative attitude and completes them in a timely manner • Works cooperatively in group situations, using the District's goals and values as guides • Works actively to resolve conflicts in an objective, constructive manner 				
<p><u>Comments/Examples:</u></p>				

5. Customer Service	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently manages all customer situations with professionalism, sensitivity, and courtesy • Consistently meets commitments to internal and/or external customers • Responds promptly to customer needs, providing a high quality of customer service 				
<u>Comments/Examples:</u> 				

6. Communications	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Clearly expresses ideas constructively both verbally and in writing • Exhibits ability to objectively listen to and comprehend information, communications, and alternate viewpoints • Demonstrates flexibility to select and utilize various communication methods to ensure effective communication • Keeps others adequately informed regarding projects, work status, processes, and other general informational needs • Communicates concerns/challenges to supervisor, providing constructive solution suggestions 				
<u>Comments/Examples:</u> 				

7. Judgement	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Displays ability to gather relevant information and make sound decisions based on information and District direction • Demonstrates ability to utilize sound judgement and clear logic when making decisions • Provides good support and, when appropriate, business rationale for decisions • Includes appropriate personnel in decision-making process, being respectful of the chain-of-command • Makes timely and informed decisions 				
<u>Comments/Examples:</u> 				

8. Supervision	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Regularly communicates and assists subordinates in understanding District initiatives, policies, leader's intent, ensuring expectations and compliance are met • Practices participatory leadership through open communication and the inclusion of subordinates in planning and implementation of projects/tasks when possible • Takes responsibility for the actions of own division/unit and the related activities of subordinates • Establishes and monitors development plan for subordinates to enhance skills and encourage growth • Gives regular constructive performance feedback to enhance personal/professional development of subordinates • Writes and conducts performance appraisals, providing detailed assessment of performance to continue subordinates' development 				
<u>Comments/Examples:</u> 				

9. Suppression	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensures the response readiness of personnel, apparatus, and equipment • Ensures a rapid response to emergencies • Supervises and participates in the maintenance of station, tools, equipment, and apparatus, requesting replacement and/or repair as necessary • Actively directs, conducts, and participates in educational sessions and training drills, meeting District and training objectives • Ensures personnel accountability for attending required training and maintaining certification/work status • Completes accurate incident reports, daily logs, training records, check-off sheets and other required documentation within expected timeframes 				
<u>Comments/Examples:</u> 				

10. Incident Command	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Accurately gathers and evaluates emergency scene information during size-up • Determines appropriate operational strategies and tactics based on emergency scene evaluation and requirements • Delegates authority and responsibility as appropriate for effective situational management • Effectively and clearly communicates essential information as required utilizing appropriate communication means • Exhibits ability to anticipate, order, and deploy appropriate resources • Demonstrates good situational awareness through constant reassessment, maintenance of accountability, and appropriate responses to changing conditions 				
<u>Comments/Examples:</u> 				

11.Safety	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Participates and complies with District provided safety training; follows applicable laws, District policies and procedures, including Injury and Illness Prevention Plan related documents and accident and incident reporting • Practices and promotes safe behavior in order to prevent accidents, injury or danger; takes immediate action to correct and/or report unsafe acts and conditions 				
<u>Comments/Examples:</u>				

12. Training	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Effectively interprets and incorporates standards and other safety/training materials into effective lesson plans • Effectively develops lesson plans and facilitates/delivers training in a safe, effective, and efficient manner meeting training objective • Ensures accountability for the completion of training assignments and for performing to standards • Provides effective and efficient logistical support for training events 				
<u>Comments/Examples:</u>				

13. Problem Solving	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Recognizes and/or anticipates issues or concerns and takes appropriate action to address them • Effectively resolves issues and/or concerns in a timely, positive, and professional manner 				
<u>Comments/Examples:</u>				

14. Equipment and Apparatus	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Displays and applies knowledge of equipment related policies, procedures, standards, and regulations • Comprehends appropriate usage of EMS/Firefighting equipment for various emergency and non-emergency situations • Demonstrates ability to utilize equipment properly, competently, and safely as intended and/or required • Inspects equipment regularly and thoroughly, ensuring it meets all policies and regulations and is response ready • Troubleshoots equipment problems and immediately notifies appropriate personnel of status and/or maintenance issues • Comprehends and follows procedures for repairing equipment or placing equipment out of service 				
<u>Comments/Examples:</u> 				

15. Emergency Response	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Performs accurate and timely assessment of emergency situations, properly identifying issues, appropriate response plan, and required resources • Demonstrates good situational awareness during emergencies and exercises sound judgement based on information gathered • Comprehends and applies standard operating procedures during emergency situations • Maintains composure during emergencies, responding calmly, quickly, effectively, and safely • Demonstrates ability to work effectively as part of a unit, in actions and communications, during emergencies • Effectively conducts risk assessment to identify scene hazards, evaluate risk versus gain, and limit risk to personnel safety 				
<u>Comments/Examples:</u> 				

16. Emergency Medical Care	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently performs organized, complete, and accurate patient assessment in a reasonable amount of time • Consistently recognizes and applies appropriate treatment in a systematic, timely manner • Works consistently to build positive rapport with patients, family, and bystanders, showing consideration and respect • Effectively obtains adequate patient history, chief complaint, medications, and allergies information • Consistently adheres to EMS guidelines and regulations regarding patient treatment and transport • Consistently demonstrates the ability to use all equipment appropriately and correctly • Exhibits sound knowledge and application of Contra Costa County Treatment Guidelines & Policies • Maintains and forwards required certifications, licenses, and accreditation, ensuring no lapses • Attends EMS training and/or updates as scheduled or assigned • Performs and documents daily, weekly, and/or monthly checks of equipment and/or medications 				
<u>Comments/Examples:</u> 				

17. Reports	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Completes thorough patient care reports and billing documentation • Reports are accurate and written in the prescribed format • Reports are complete and seldom returned for correction • Reports are submitted within the prescribed time limits 				
<u>Comments/Examples:</u> 				

18.Overall Rating	Exceeds Standards	Meets Standards	Needs Improvement	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Comments/Examples:</u>				

Personal Development and Goals:

Employee Comments:

Certification

Evaluator: This report is based on my observation and knowledge. It represents my best judgment of the employee's performance and I have discussed it with the employee this date. It has been completed impartially and fairly.

Evaluator Signature: _____

Employee: By signing this document, I accept the results of this review and have agreed with the supervisor to make any necessary changes to improve/maintain my performance in my current position.

Employee Signature: _____

Initial Here If: _____

I, the employee, disagree with the results of this review and wish to attach an addendum to this evaluation within 10 days' of receipt.

Reviewed by Evaluator's Supervisor: I have reviewed this report.

Evaluator's Supervisor Signature: _____

Fire Chief's Evaluation		
Annual Evaluation of the		
XXX agency		
Date of Evaluation:		
Fire Chief Being Evaluated:		
Evaluation Period - From:	To:	(month/day/year)

A. Fire Chief job description essential function elements:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Develops goals and objectives • Motivates staff • Fosters team management • Administrates policies • Advises appropriate policies • Administers contracts • Evaluates staff • Administers the budget • Promotes economic development | <ul style="list-style-type: none"> • Resolves issues and complaints • Assist the board • Fosters team management • Oversees the budget • Serves as a public information officer • Investigates • Legislative representative • Lobbyist • Responds to emergencies |
|--|---|

B. Primary elements of the Fire Chief's duties being evaluated in accordance with job description:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Leadership • Organizational Management • Financial Management • Human Resources Development • Public Service | <ul style="list-style-type: none"> • Economic Development • Personal Character • Emergency Management • Code of Ethics |
|--|--|

C. Rating scale for each evaluation element. For each category, check which most closely applies. The commissioners should discuss each element collaboratively and individually decide what rating to assign for that element. The commissioners should also review and consider the ratings in the Fire Chief's evaluation.

- **Distinguished:** The Fire Chief is so successful at this job criterion that special note should be made. This performance rank is in the top 10 percent.
- **Excellent:** Performance at this level is one of better performance in the organization, given the common standards and results. This is better than average performance.
- **Satisfactory:** Performance is at or above minimum standards. This level of performance is what one would expect from the most experience and competent manager.
- **Needs Improvement:** Performance is somewhat below what would be expected of an experienced and competent manager. However, there appears to be potential to improve the rating within a reasonable timeframe.
- **Unsatisfactory:** Performance is well below standards and there is serious question as to whether the person can improve to meet the minimum standard.

1. Leadership

- a. Motivates and encourages teamwork, innovation, and problem-solving
- b. Instills confidence and promotes initiative through support and encouragement
- c. Delegates authority appropriately
- d. Affective advocate of county fire programs
- e. Communicates clearly with board, staff, and county manager and county departments
- f. Leads in accordance with policies and board directives
- g. Leads according to strategic goals, objectives, and policies
- h. Positive relationship with board
- i. Positive relationship with staff, county departments, and elected offices
- j. Represents board's interest in local and regional issues and projects
- k. Positive relationship with residents, businesses, and public
- l. Takes ownership of error
- m. Builds inter-local relations (local, state, federal)

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future

Evaluation Period: _____

Evaluator: _____

[Empty rectangular box]

2. Organizational Management

- a. Implements and enforces board directives
- b. Follows organization policies and programs
- c. Responds timely to board requests
- d. Reports are accurate, comprehensive, concise, and persuasive
- e. Effective Public Information Officer (PIO)
- f. Understands, supports, and enforces policies
- g. Reviews policies and recommends improvements
- h. Efficient and effective
- i. Detail oriented and avoids errors
- j. Resolves problems
- k. Delivers product

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

[Large empty rectangular box for comments and goals]

Evaluation Period: _____

Evaluator: _____

3. Financial Management

- a. Directs preparation of balanced budget
- b. Provides service at levels consistent with board policies and directives
- c. Keeps board apprised of major financial issues
- d. Monitors budget expenditures to ensure funds are spent correctly
- e. Evaluates programs and services and makes appropriate adjustments
- f. Meets board policies, guidelines, and directives
- g. Exhibits responsible and appropriate expenditures
- h. Uses labor and resources efficiently
- i. Exhibits financial competency
- j. Anticipates and plans for future financial needs
- k. Utilizes federal and state grant and funding opportunities

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

4. Human Resources Development

- a. Ensures personnel policies conform to law
- b. Carries out personnel policies
- c. Professionally manages the compensation and benefits plan
- d. Promotes training and professional development
- e. Maintains staffing according to organizational needs and budget limits
- f. Retains and recruits competent personnel
- g. Treats all employees fairly and equitably
- h. Promptly addresses disciplinary problems
- i. Takes appropriate corrective action
- j. Monitors and evaluates performance
- k. Evaluates and coaches consistently and fairly

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

5. Public Service

- a. Positive impression by citizens
- b. Visible, approachable, accessible, and responsive
- c. Displays diplomacy when responding to others
- d. Displays positive public image of the fire district
- e. Outgoing to meet with citizens and communities
- f. Communicates with citizens
- g. Citizen and customer oriented
- h. Responds timely to citizen complaints

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

6. Economic Development

- a. Builds private-public partnerships
- b. Fosters inter-jurisdictional cooperation
- c. Responds quickly to stakeholder needs
- d. Adapts to changing economic environment
- e. Knows fire district assets, strengths, weaknesses, and opportunities
- f. Builds positive image of fire district based on facts
- g. Demonstrates consistency and integrity

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

7. Personal Character

- a. Shows originality in approaching problems
- b. Takes rational, impersonal, and unbiased approach based on facts and qualified opinions
- c. Energetic and willing to spend time to do exceptional work
- d. Reaches quality decisions in timely fashion
- e. Honest and forthcoming in professional capacities
- f. Reputation in community for honesty and integrity
- g. Accepts constructive criticism and takes ownership for mistakes

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

8. Emergency Management

- a. Leads and manages effectively during crises
- b. Inter-jurisdictional cooperation
- c. Supports emergency management planning
- d. Maintains conformance with emergency management requirements

___ *Distinguished*

___ *Excellent*

___ *Satisfactory*

___ *Needs Improvement*

___ *Unsatisfactory*

Comments:

New or additional goals for the future:

Evaluation Period: _____

Evaluator: _____

9. Code of Ethics: The Fire Chief has exhibited excellent conformance with the Code of Ethics.

_____ *Conformed to the Code of Ethics*

_____ *Did not conform to one or more of the Code of Ethics (Circle which of the tenet(s) below with which conformance did not occur.)*

Code of Ethics

Tenet 1 – Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2 – Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3 – Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

Tenet 4 – Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5 – Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6 – Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7 – Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8 – Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9 – Keep the community informed on fire district affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Evaluation Period: _____

Evaluator: _____

Tenet 10 – Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11 – Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12 – Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

