



# LAKEPORT FIRE PROTECTION DISTRICT

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



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*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.*

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*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](http://www.lakeportfire.com)*

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

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## **BOARD OF DIRECTORS** **REGULAR MEETING AGENDA** **October 8, 2024, 5:30 P.M.** **Lakeport Fire Protection District** **445 N. Main Street, Lakeport, CA 95453**

### **A. Call to Order**

- A1. Pledge of Allegiance
- A2. Roll Call
- A3. Motion to Approve October 8, 2024 Regular Meeting Agenda ([GC §54954.2](#))

### **B. Consent Calendar**

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*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.*

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- B1. Motion to Approve September 17, 2024 Special Meeting Minutes
- B2. Motion to Approve June 2024 Warrants/Expenditures (w/CalCard details)
- B3. Motion to Approve July 2024 Warrants/Expenditures (w/CalCard details)
- B4. Motion to Approve August 2024 Warrants/Expenditures (w/CalCard details)
- B5. Motion to Approve September 2024 Warrants/Expenditures (w/CalCard details)
- B6. Motion to Approve Payroll for the pay periods ending August 15 and August 31, 2024

Lakeport Fire Protection District  
Board of Directors Regular Meeting Agenda for October 8, 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.*

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D. Reports – Information/Discussion

D1. Fire Chief's Report

- a) Chief's Activity Report
- b) Incident Log for September 2024
- c) Fleet Mileage/Hours/Service Report for September 2024
- d) Monthly Budget Report for September 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 changing the day and time of regular monthly board meeting (Item requested by Chair Gabe)
- E2. Review, discussion and possible vote on accepting changes to the Board Policies and Procedures Manual based on new format for Fire Chief Evaluation
- E3. Follow-up to previous discussion regarding the ongoing maintenance issues with Engine 5011 and review, discussion and possible vote on Vehicle Committee recommendation
- E4. Follow up to previous discussion regarding the possible purchase of property across the street from Station 50's back parking lot.
- E5. Review, discussion and possible vote on a resolution allowing the District to seek reimbursement from potential public financing for new station expenses incurred during preliminary work regarding a new fire station

Lakeport Fire Protection District  
Board of Directors Regular Meeting Agenda for October 8, 2024

- E6. Review, discussion and possible vote authorizing the Fire Chief to spend above his threshold limit to outfit the new command vehicle
- E7. Review, discussion and possible vote on whether to nominate a board member to be the Fire District Representative on the GSRMA Board of Directors.

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

G2. Conference re Public Employee Performance Evaluation (GC §54957)

Title: Fire Chief

H. Open Session

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

I. Adjournment

Agenda Posted Per GC §54954.2  
on October 4, 2024, at 5:00 p.m.

*Ray Lavelle*

\_\_\_\_\_  
Ray Lavelle, Board Clerk





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## **BOARD OF DIRECTORS SPECIAL MEETING** **MINUTES**

**September 17, 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 Absent, 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 September 10, 2024

A4. Motion to Approve September 17, 2024 Special Meeting Agenda (GC §54954.2)

***Director Brown made a motion, seconded by Director Warrenburg, to approve the September 17, 2024 Special Meeting agenda as distributed.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***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.***

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- 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

***Director Brown made a motion, seconded by Director Britton, to remove items B4, B5, & B6 from the consent agenda, and to approve items B1, B2, B3 and B7 of the consent agenda.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***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.***

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***None given***

**D. Reports – Information/Discussion**

**D1. Fire Chief's Report**

- a) Chief's Activity Report

***Chief Reitz reported on his activities since the last meeting.***

- b) Incident Log for August 2024

***The incident log for August was reviewed.***

- c) Fleet Mileage/Hours/Service Report for August 2024

***The Fleet Mileage/Hours/Service Report for August was reviewed.***

- d) Monthly Budget Report for July and August 2024

***The monthly budget reports for July and August 2024 were reviewed.***

**D2. Captains' Report**

***Captain Mills reported on the refurbishing of M5011 & M5012, new gym equipment at Station 50 and the 9/11 Memorial stair climb.***

**D3. Professional Firefighters Association – Teamsters Local #856 Report**

***None given.***

- D4. Volunteer Firefighters Association Report  
***None given but an announcement of a fundraiser being held on October 19 at Soper Reese theater was made.***
- D5. City Council Representative's Report  
***None given.***
- D6. Board of Supervisors Representative's Report  
***None given.***
- D7. Directors Activity Reports  
***Chief Reitz discussed his recent trip to the EMS Expo in Las Vegas with Captain Johnson and Firefighter/Medic Hindmarch.***

E. Action Items

- E1. Review, discussion and possible vote on accepting the GASB75 Valuation Report for period ending June 30, 2024

***Director Brown made a motion, seconded by Director Warrenburg, to accept the GASB75 Valuation Report for period ending June 30, 2024.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***Abstain:***

***Motion Passes***

- E2. Review, discussion and possible vote on engaging Smith & Newell to perform the 2023-24 Audit

***Director Warrenburg made a motion, seconded by Director Britton, to engage Smith & Newell to perform the 2023-24 Audit.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***Abstain:***

***Motion Passes***

- 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.

***Director Brown made a motion, seconded by Director Warrenburg, to waive the reading and approve 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***

**Ayes: Britton, Brown, Gabe & Warrenburg**

**Noes:**

**Absent: Bedford**

**Abstain:**

**Motion Passes**

- 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

**Director Brown made a motion, seconded by Director Warrenburg, to approve the annual Mitigation Report to the City of Lakeport and County of Lake for fiscal year 2023-24**

**Ayes: Britton, Brown, Gabe & Warrenburg**

**Noes:**

**Absent: Bedford**

**Abstain:**

**Motion Passes**

- E5. Review, discussion and possible vote on approving the Annual Measure M report for the Fiscal Year ending June 30, 2024

**Director Britton made a motion, seconded by Director Warrenburg, to approve the Annual Measure M report for the Fiscal Year ending June 30, 2024**

**Ayes: Britton, Brown, Gabe & Warrenburg**

**Noes:**

**Absent: Bedford**

**Abstain:**

**Motion Passes**

- E6. Review, discussion and possible vote on changing the day and time of regular monthly board meeting (Item requested by Chair Gabe)

**Director Britton made a motion, seconded by Director Brown, to table this item until the next meeting in which all of the directors are present to vote on this item.**

**Ayes: Britton, Brown, Gabe & Warrenburg**

**Noes:**

**Absent: Bedford**

**Abstain:**

**Motion Passes**



- E7. Review, discussion and possible vote on whether or not to hire a 3<sup>rd</sup> party negotiator to assist management in labor negotiations (item requested by Chief Reitz)

***Director Warrenburg made a motion, seconded by Director Brown, to authorize the District to hire a 3<sup>rd</sup>-party labor negotiator if the negotiating team feels it is necessary.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***Abstain:***

***Motion Passes***

- E8. Review, discuss and provide guidance to Fire Chief regarding the ongoing maintenance issues with Engine 5011 (item requested by Chief Reitz)

***After discussion, it was agreed to ask the Vehicle Committee for a recommendation regarding options for the ongoing maintenance issues with E5011, including possibly trading it in for a replacement vehicle.***

- E9. Review, discussion and possible vote on changing the format of the Fire Chief's annual written performance evaluation (item requested by Chief Reitz)

***Director Britton made a motion, seconded by Director Warrenburg, to change the format of the Fire Chief's performance evaluation to Example #4 as presented and directing staff to submit the necessary changes to the Board's Policies and Procedures manual at the next meeting.***

***Ayes: Britton, Brown, Gabe & Warrenburg***

***Noes:***

***Absent: Bedford***

***Abstain:***

***Motion Passes***

G. Request for Future Agenda Items

- 1) Possible change to meeting date and time***
- 2) Re-submit consent items for monthly check detail with CalCard details***
- 3) Change Board Policies and Procedures manual to incorporate new format for Fire Chief's performance evaluation***
- 4) Follow-up discussion and report on Vehicle Committee's recommendation re E5011***
- 5) Follow-up discussion regarding the property for sale across the street from Staton 50's back parking lot***

**6) Closed session re: Fire Chief's performance evaluation**

G. Closed Session (GC §54957.7)

Conference re Labor Negotiations (GC §54956.6)

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

***The Board went into Closed Session at 7:32 PM***

H. Open Session

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

***The Board returned from Closed Session at 7:45 PM and Chair Gabe stated no reportable actions were taken in closed session, but that the board provided direction to the negotiating team.***

I. Adjournment

***Chair Gabe adjourned the meeting at 7:46 PM.***

Respectfully Submitted:

\_\_\_\_\_  
Ray Lavelle, Board Clerk

Read and Approved:

\_\_\_\_\_  
William Gabe, Board Chairman

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service  
for the pay period 09/01/24 - 09/15/24

<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	10,253.32	
Salaries & Wages-Permanent	FT Shift	01.11 B	38,053.51	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	4,708.96	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	12,050.46	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	1,194.21	
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	977.10	
FICA- EmployER Paid		02.21 B	0.00	
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		6,476.67
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 Contribs	02.28 B		100.00
Prof. & Spec. - Payroll Processing		23.80 C		
Payroll Clearing Account		09.00		57,123.83
Payroll Clearing Account		09.00		
TOTAL			68,363.00	68,363.00

DISTRICT AUTH. SIGNATURE \_\_\_\_\_

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service  
for the pay period **09/16/24 - 09/30/24**

<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	10,436.32	
Salaries & Wages-Permanent	FT Shift	01.11 B	38,080.51	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	4,708.96	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	5,774.29	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	0.00	
Salaries & Wages -Overtime	FT Admin OT	01.13 C	0.00	
Salaries & Wages - FLSA	FLSA	01.13 F	1,125.44	
Medicare - EmployER Paid		02.21 A	871.82	
FICA- EmployER Paid		02.21 B	0.00	
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		49,741.89
Payroll Clearing Account		09.00		
TOTAL			60,997.34	60,997.34

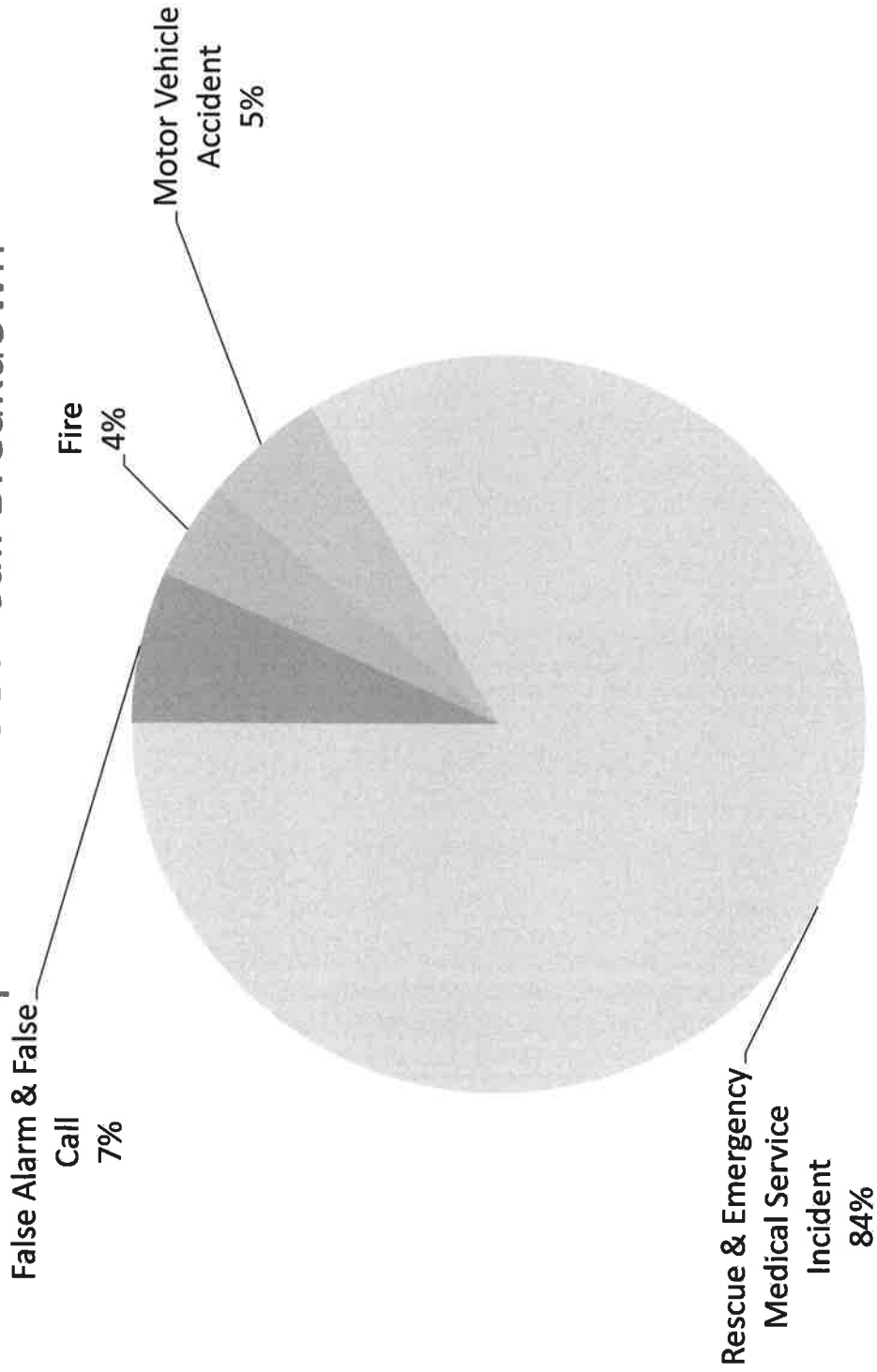
DISTRICT AUTH. SIGNATURE \_\_\_\_\_

<b>INCIDENT COUNT - SEPT 2024</b>	
<b>Incident Type</b>	<b>Count</b>
Building fire	2
Natural vegetation fire, other	1
Forest, woods or wildland fire	1
Grass fire	1
Outside storage fire	1
Outside equipment fire	1
EMS call, excluding vehicle accident with injury	138
Motor vehicle accident with injuries	9
Gas leak (natural gas or LPG)	1
Power line down	1
Service Call, other	1
Person in distress, other	1
Animal problem	1
Public service	5
Assist invalid	13
Dispatched & cancelled en route	26
No incident found on arrival at dispatch address	5
Smoke scare, odor of smoke	1
False alarm or false call, other	1
Local alarm system, malicious false alarm	1
Smoke detector activation due to malfunction	1
Alarm system activation, no fire - unintentional	2
Citizen complaint	1
<b>Total:</b>	<b>215</b>

<b>AID GIVEN - SEPT 2024</b>	
<b>Incident Type</b>	<b>Count</b>
Building fire	2
Natural vegetation fire, other	1
Forest, woods or wildland fire	1
Grass fire	1
EMS call, excluding vehicle accident with injury	7
Motor vehicle accident with injuries	2
Animal problem	1
Dispatched & cancelled en route	22
No incident found on arrival at dispatch address	1
<b>Total:</b>	<b>38</b>

<b>AID RECEIVED - SEPT 2024</b>	
<b>Incident Type</b>	<b>Count</b>
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
<b>Total:</b>	<b>19</b>

# September 2024- Call Breakdown



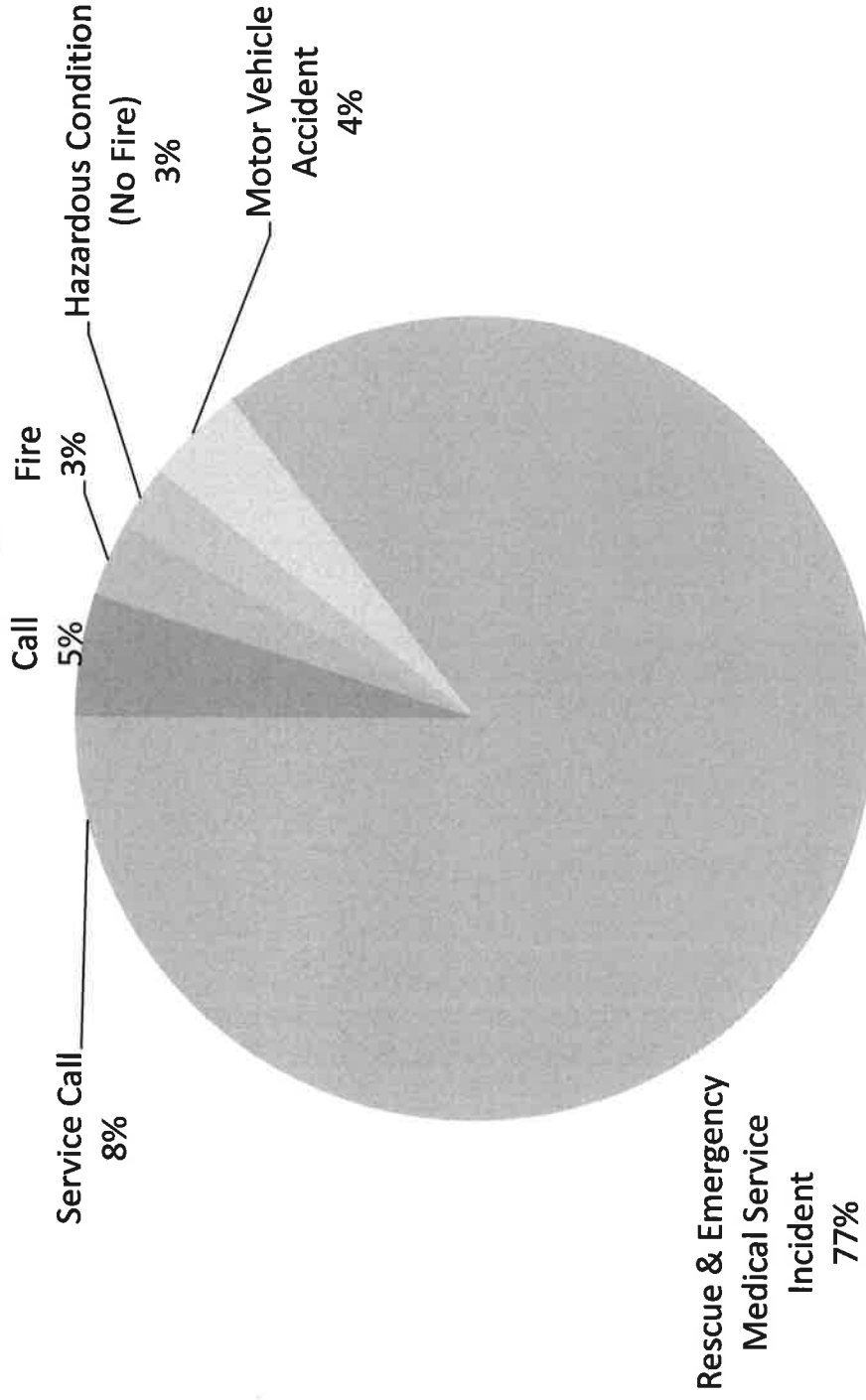
TOTAL INCIDENTS YTD 2024		
Incident Type	Count	2023
Fire, other	0	1
Building fire	9	13
Cooking fire, confined to container	2	2
Chimney or flue fire, confined to chimney or flue	3	2
Trash or rubbish fire, contained	5	7
Passenger vehicle fire	5	7
Natural vegetation fire, other	2	1
Forest, woods or wildland fire	5	1
Brush or brush-and-grass mixture fire	5	10
Grass fire	12	2
Outside rubbish fire, other	4	1
Outside rubbish, trash, or waste fire	1	3
Outside storage fire	1	0
Outside equipment fire	1	0
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	9	4
EMS call, excluding vehicle accident with injury	1356	1268
Motor vehicle accident with injuries	59	71
Motor vehicle/pedestrian accident (MV Ped)	2	1
Motor vehicle accident with no injuries.	19	21
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)	8	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	21	45
Arcing, shorted electrical equipment	1	1
Service Call, other	1	2
Person in distress, other	5	3
Lock-out	3	3
Water problem, other	1	2
Public service assistance, other	12	14
Assist police or other governmental agency	4	1
Police matter	2	1
Public service	64	158
Assist invalid	53	7
Unauthorized burning	1	0
Good intent call, other	1	0
Dispatched & cancelled en route	312	303
Wrong location	1	0
No incident found on arrival at dispatch address	23	8
Authorized controlled burning	3	0
Smoke scare, odor of smoke	14	13
Steam, vapor, fog or dust thought to be smoke	1	1
False alarm or false call, other	14	7
Municipal alarm system, malicious false alarm	7	1
Local alarm system, malicious false alarm	2	0
Smoke detector activation due to malfunction	2	1
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	11	16
Severe weather or natural disaster, other	0	2
Special type of incident, other	0	1
<b>Total:</b>	<b>2095</b>	<b>2016</b>

YTD AID GIVEN - 2024		
Incident Type	Count	2023
Building fire	7	4
Natural vegetation fire, other	1	0
Forest, woods or wildland fire	3	3
Grass fire	5	2
Outside rubbish fire, other	1	0
EMS call, excluding vehicle accident with injury	92	58
Motor vehicle accident with injuries	17	12
Motor vehicle accident with no injuries	1	0
Watercraft rescue	0	1
Power line down	1	0
Animal problem	1	0
Public service	2	4
Assist invalid	3	3
Unauthorized burning	1	87
Dispatched & cancelled en route	193	138
Wrong location	1	0
No incident found on arrival at dispatch address	3	1
Special type of incident, other	0	1
<b>Total:</b>	<b>332</b>	<b>313</b>

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
Natural vegetation fire, other	1	0
Forest, woods or wildland fire	2	2
Brush or brush-and-grass mixture fire	3	5
Grass fire	3	0
Outside storage fire	1	0
Medical assist, assist EMS crew	1	0
Emergency medical service, other	1	1
EMS call, excluding vehicle accident with injury	114	107
Motor vehicle accident with injuries	9	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
<b>Total:</b>	<b>167</b>	<b>159</b>

# 2024 YTD Call Breakdown

False Alarm & False





D7(c)

D7(c)

LAKEPORT FIRE PROTECTION DISTRICT  
MONTHLY FLEET REPORT

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
	SEPT	MILES	SEPT	HOURS	SEPT	HOURS	SEPT	HOURS			
E5011	33,887	710	2,655	65	128	1.00			Jan-24	1,889	766 hr.
T5011	20,338	64	2,485	14	133.0	2.00	732	5	Aug-21	19,100	1238 mi.
E5012	16,207	2	16,295	2	1,098.0	0.00			Jul-23	15,905	390 hr.
E5031	21,393	56	1,497	5	217.0	-			Apr-18	17,200	4193 mi.
E5021	31,531	3	3,175	-					Aug-22	3,111	64 hr.
M5011 (NEW CHASSIS)	3,180	1,577	169	90					Aug-24	-	3180 mi.
M5012 (REMOUNT)	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 (OLD TRANSMISSION)	21,217								Oct-23	21,217	272 mi.
WT5011 (IN SHOP)	21,489	-							Oct-23	21,217	272 mi.
U5011	104,451	209							Sep-22	94,678	9773 mi.
C500	73,583	275							Aug-23	64,417	9166 mi.
NEW C500	95,806	843							Sep-24	94,963	843 mi.
Ski5011			77	-							
Ski5012			78	-							
UTV5011	1211	14									
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	2024	Ford	F450								
M5012	2015	Dodge	Braun								
E5211	2001	Central States		Spartan							
WT5011	1984	Kenworth	Opperman								
U5011	2008	Dodge	Ram 1500								
C500	2015	Ford	F250								





# LAKEPORT FIRE PROTECTION DISTRICT

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



Date: October 4, 2024  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Changes to Board Policies and Procedures Manual based on New Fire Chief's Annual Performance Evaluation Form**

## Recommendation

1. Make a motion to revise the Board Policies and Procedures Manual, as presented, to incorporate the new Annual Performance Evaluation Form for the Fire Chief.

## Background

At its meeting on September 17, 2024, the Board adopted a new Annual Performance Evaluation Form for the Fire Chief and directed staff to submit revisions necessary to the Board Policies and Procedures Manual to incorporate the new form. The revisions to the policy are attached, as is a copy of the new evaluation form.

# LAKEPORT FIRE PROTECTION DISTRICT



## BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL

Originally Adopted January 10, 2023

1<sup>st</sup> Revision Adopted – October 8, 2024

## 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, please provide any commentary you feel appropriate. Provide the evaluation form and commentary to the Director individual who is assigned to collate the sheets (usually the Board Chairperson, but can be board attorney or other individual assigned by the Board).~~

~~The Board Chairperson responsible individual 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 Satisfactory<sup>3</sup>, indicating specific actions by specific dates.

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

without track changes

## 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. Ratings with commentary are ideal. (See Appendix E for the current Evaluation Form). please provide any commentary you feel appropriate. Provide the evaluation form and commentary to the individual who is assigned to collate the sheets (usually the Board Chairperson but can be board attorney or other individual assigned by the Board).

The responsible individual 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 Satisfactory, indicating specific actions by specific dates.

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

# Fire Chief's Annual Evaluation

## Lakeport Fire Protection District

Date of Evaluation:

Fire Chief Being Evaluated:

Evaluation Period - From:

To:

(month/day/year)

**A. Fire Chief job description essential function elements:**

- Develops goals and objectives
- Motivates staff
- Fosters team management
- Administrates policies
- Advises appropriate policies
- Administers contracts
- Evaluates staff
- Administers the budget
- Promotes economic development
- 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:**

- Leadership
- Organizational Management
- Financial Management
- Human Resources Development
- Public Service
- 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:*



**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:*

**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:*

**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:*

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:*



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:*

**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:*

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.

**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.



*Comments:*

*New or additional goals for the future:*





# LAKEPORT FIRE PROTECTION DISTRICT

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Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



Date: October 4, 2024  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Resolution to Allow the District to Seek Reimbursement, from Public Financing, for New Station Expenses Incurred Prior to Receiving Public Financing**

## Recommendation

1. Make a motion to waive the reading and pass Resolution 24/25-04, a Resolution Regarding the District's Intention to Seek Reimbursement in Connection with the Issuance of Tax Exempt Financing

## Background

The District has begun engaging professional services associated with a new (or upgraded) station to replace Station 50, but no funds have been expended as of yet. The District will likely seek public/tax-exempt capital financing to fund the new station. In the event that the District does seek and receive tax-exempt financing, the District would like to be able to reimburse itself, using the tax-exempt financing, for new station expenses incurred prior to receiving the public/tax-exempt capital financing. In order to do so, the District has been informed by Dmitry Semenov, of Ridgeline Municipal Strategies, that the board will need to pass a resolution which will allow reimbursement through public financing. However, the resolution is only applicable to funds expended after the resolution has been passed. Funds expended prior to the passage of the resolution are not eligible for reimbursement through tax-exempt financing. An example of the types of services that the District may seek reimbursement for are planning, design, permitting, environmental studies, as well as site selection & preparation.

I am requesting the Board pass the attached resolution in order for the District to be able to reimburse itself using public/tax-exempt financing for expenses incurred toward a new (or upgraded) fire station.

**LAKEPORT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

**RESOLUTION NO. 24/25-04**

***A RESOLUTION REGARDING THE DISTRICT'S INTENTION TO SEEK  
REIMBURSEMENT IN CONNECTION WITH THE ISSUANCE OF TAX-EXEMPT  
FINANCING***

WHEREAS, the Board of Directors of the Lakeport Fire Protection District (the "Issuer") desires to finance the costs of acquiring certain public facilities and improvements, as provided in Exhibit A attached hereto and incorporated herein (the "Project");

WHEREAS, the Issuer intends to finance the acquisition of the Project or portions of the Project with the proceeds of the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to the issuance of the Obligations the Issuer desires to incur certain expenditures with respect to the Project from available monies of the Issuer which expenditures are desired to be reimbursed by the Issuer from a portion of the proceeds of the sale of the Obligations;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LAKEPORT FIRE PROTECTION DISTRICT DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

**SECTION 1.** The Issuer hereby states its intention and reasonably expects to reimburse Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations. Exhibit A describes either the general character, type, purpose, and function of the Project, or the fund or account from which Project costs are to be paid and the general functional purpose of the fund or account.

**SECTION 2.** The reasonably expected maximum principal amount of the Obligations is \$15,000,000 ("fifteen million dollars").

**SECTION 3.** This resolution is being adopted on or prior to the date (the "Expenditures Date or Dates") that the Issuer will expend monies for the portion of the Project costs to be reimbursed from proceeds of the Obligations.

**SECTION 4.** Except as described below, the expected date of issue of the Obligations will be within eighteen months of the later of the Expenditure Date or Dates and the date the Project is placed in service; provided, the reimbursement may not be made more than three years after the original expenditure is paid. For Obligations subject to the small issuer exception of Section 148(f)(4)(D) of the Internal Revenue Code, the "eighteen-month limit" of the previous sentence is changed to "three years" and the limitation of the previous sentence beginning with "; provided, . . ." is not applicable.

**SECTION 5.** Proceeds of the Obligations to be used to reimburse for Project costs are not expected to be used, within one year of reimbursement, directly or indirectly to pay debt service with respect to any obligation (other than to pay current debt service coming due within the next succeeding one year period on any tax-exempt obligation of the Issuer (other than the Obligations)) or to be held as a reasonably required reserve or replacement fund with respect to an obligation of the Issuer or any entity related in any manner to the Issuer, or to reimburse any expenditure that was originally paid with the proceeds of any obligation, or to replace funds that are or will be used in such manner.

**SECTION 6.** This resolution is consistent with the budgetary and financial circumstances of the Issuer, as of the date hereof. No monies from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the Issuer (or any related party) pursuant to their budget or financial policies with respect to the Project costs. To the best of our knowledge, this Board of Directors is not aware of the previous adoption of official intents by the Issuer that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

**SECTION 7.** The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

**SECTION 8.** This resolution is adopted as official action of the Issuer in order to comply with Treasury Regulation § 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Issuer expenditures incurred prior to the date of issue of the Obligations, is part of the Issuer's official proceedings, and will be available for inspection by the general public at the main administrative office of the Issuer.

**SECTION 9.** All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Lakeport Fire Protection District at its regular meeting held on October 8, 2024, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

---

Ray Lavelle, Clerk of the Board  
Resolution 24/25-04

---

William Gabe, Board Chair

## **Appendix A to Resolution 24/25-04**

Professional and Direct Services including, but not limited to:

- 1) Planning
- 2) Design
- 3) Permitting
- 4) Environmental studies
- 5) Site selection
- 6) Site preparation

DRAFT



# LAKEPORT FIRE PROTECTION DISTRICT

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Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



Date: October 4, 2024  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Requesting Authorization for the Fire Chief to Spend Over His Authorization Threshold of \$25,000 to Outfit the New Command Vehicle**

### Recommendation

1. Make a motion authorizing the Fire Chief to Outfit the New Command Vehicles in an amount not to exceed \$32,000
2. Make a motion to waive the reading and approve Resolution 24/25-05, a Resolution transferring \$30,000 from Reserves to Capital Equipment-Vehicles to further outfit the new command vehicle.
3. Make a motion authorizing the Fire Chief to spend an additional \$30,000 to further outfit the new command vehicle.

### Background

As part of the adopted budget for 2024-25, the Board approved \$110,000 in the capital expense budget for the purchase of a command vehicle for Fire Chief. As of today, \$78,000 has been expended for the initial purchase, leaving an unspent balance of \$32,000 to outfit the vehicle.

Per the board-approved purchasing policy, the threshold of expenses I can approve is \$25,000. I am requesting authorization to spend the \$32,000 balance to outfit the command vehicle, based on the attached quote. The quote is for \$28,874.35, plus I anticipate another approximately \$3,000 in additional expenses to outfit the vehicle to minimum standards. The purchase of the truck, plus the attached quote with \$3,000 in additional estimated expenses added to it, will exhaust the \$110,000 capital budget for the command vehicle.

In addition to above minimum-retrofitting, I am requesting approval to spend an additional \$30,000 to further outfit the command vehicle. The estimated expenses are as follows:

- Grill Guard and Winch Package – \$16,000
- Amp Power Steps – \$2,500
- Rear Bumper – \$8,200
- Seat Covers – \$1,000
- Shore Charging Kit – \$2,300

**RESOLUTION NO. 24/25-05**

**LAKEPORT FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

**A RESOLUTION TO TRANSFER \$30,000 FROM RESERVES TO FUND CAPITAL EXPENSE**

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

**WHEREAS**, the Lakeport Fire Protection District anticipates needing another \$30,000 to outfit the new command vehicle beyond minimum standards; and,

**WHEREAS**, the Lakeport Fire Protection District has reserves designated for "Equipment" in the amount of \$ 1,068,447; and

**WHEREAS**, the Lakeport Fire Protection District Board of Directors recognizes the need to appropriate \$30,000.00 in funds from Unreserved-Designated/Equipment Reserve to fund the capital expense to further outfit the new command vehicle.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lakeport Fire Protection District hereby directs the County Auditor-Controller to decrease Unreserved-Designated/Equipment Reserves in the amount of \$30,000.00 and appropriate funds according to the following:

<u>From:</u> 354-0000-392.04-00	Unreserved-Designated/Building	\$30,000
<u>To:</u> 354-9554-795.62.72	Fixed Assets-Vehicles	\$30,000

**THIS RESOLUTION** was introduced and adopted at a publicly noticed regular meeting of the Board of Directors of the Lakeport Fire Protection District on October 8, 2024 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST:

\_\_\_\_\_  
William Gabe  
CHAIR, Board of Directors

\_\_\_\_\_  
Ray Lavelle  
Board Clerk





**Wicked Sounds**  
 2615 South Main Street  
 Lakeport, CA 95453  
 (707) 263-3393  
 Wicked.Sounds2579@gmail.com  
 www.facebook.com/wickedsoundsdfm

# Estimate #3964

Created: 8/28/2024 11:15 AM PDT  
 Payment Term: On Receipt  
 Service Writer: Wicked Sounds

Lakeport Fire  
 Preitz@lakeportfire.com

## 2017 Ford F250 lar (red)

### Chief Truck

Customer supplied light bar and controller, Wicked Sounds is not responsible for the function of the light bar. If said light bar stops working and isn't a wire issue, would be on fire department for replacement. Recommend to replace with new.

If ordered we require deposit of parts up front

Description	Price	QTY	HRS	Subtotal
Labor: Install console, radios x 3 front and rear, Install customer supplied light bar and controller, wire locks in rear box to factory locks, rewire all existing lights			40	\$5,000.00
Part: Plastix Console	\$874.99	1		\$874.99
Part: dual usb charger	\$47.25	2		\$94.50
Part: Troy faceplate for kenwood	\$72.00	3		\$216.00
Part: Mobneticmaxx	\$43.11	1		\$43.11
Part: Havis telescoping computer base	\$103.43	2		\$206.86
Part: Havis motion device	\$67.38	2		\$134.76
Part: HAVIS docking station	\$317.69	2		\$635.38
Part: Swivel arm mount	\$134.76	2		\$269.52
Part: havis dock taelt, chrg, data, usb	\$238.36	2		\$476.72
Part: Feniex 2.0 600	\$846.17	1		\$846.17
Part: T3 Single-L bracket	\$22.08	2		\$44.16
Part: nmo style cable	\$26.07	3		\$78.21
Part: Radio ant	\$74.28	3		\$222.84
Part: Q@ Flat-Dual Surface Mount	\$262.68	6		\$1,576.08
Part: Feniex 100 watt siren controller	\$268.50	1		\$268.50
Fee: Frieght on console				\$200.00
			Estimated Tax (7.25%):	\$434.12
			<b>Total:</b>	<b>\$11,621.92</b>

### Option New light Bar and controller

Description	Price	QTY	Subtotal
Part: Feniex Light bar try color	\$2,367.85	1	\$2,367.85
Part: Feniex 4200 dl	\$977.49	1	\$977.49
		Estimated Tax (7.25%):	\$242.54
		<b>Total:</b>	<b>\$3,587.88</b>

### Option Radios

Description	Price	QTY	Subtotal
Part: Kenwood NX-5000 110 watt daul head	\$3,640.90	2	\$7,281.80



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# Estimate #3964

Created: 8/28/2024 11:15 AM PDT  
 Payment Term: On Receipt  
 Service Writer: Wicked Sounds

### Option Radios

Part: kenwood nx5000 110 watt single head	\$3,640.90	1	\$3,640.90
Part: p-25 digital option per radio	\$606.05	3	\$1,818.15
Estimated Tax (7.25%): \$923.71		<b>Total: \$13,664.56</b>	

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No returns or refunds on special ordered items. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control.

### Totals only include authorized services

Labor .....	\$5,000.00
Parts .....	\$22,073.99
Subtotal .....	\$27,073.99
Fees .....	\$200.00
Tax .....	\$1,600.36
<b>Grand Total .....</b>	<b>\$28,874.35</b>
Paid To Date .....	(\$20,000.00)

**REMAINING BALANCE \$8,874.35**

We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

### Signature \_\_\_\_\_

### Payments

10/2/2024	Mastercard	\$20,000.00
<b>Total Payments</b>		<b>\$20,000.00</b>

### Declined

#### Option / Shore Charging kit

Description	Price	QTY	HRS	Subtotal
Labor: Install shore charging			4	\$500.00
Part: Kussmaul auto charge kit, shore charging kit	\$1,648.58	1		\$1,648.58
Estimated Tax (7.25%): \$119.52			<b>Total: \$2,268.10</b>	

#### Option Amp power steps

Description	Price	QTY	HRS	Subtotal
Labor: Install power steps			6	\$750.00
Part: RealTruck AMP Research PowerStep	\$1,599.99	1		\$1,599.99
Estimated Tax (7.25%): \$116.00			<b>Total: \$2,465.99</b>	



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 www.facebook.com/wickedsoundsdfm

# Estimate #3964

Created: 8/28/2024 11:15 AM PDT  
 Payment Term: On Receipt  
 Service Writer: Wicked Sounds

## Option seat covers

Description	Price	QTY	HRS	Subtotal
Labor: Install Seat covers			2	\$250.00
Part: Carhartt Super Dux SeatSaver Custom Seat Covers front	\$369.99	1		\$369.99
Part: Carhartt Super Dux SeatSaver Custom Seat Covers Rear	\$379.99	1		\$379.99
			<b>Estimated Tax (7.25%): \$54.37</b>	<b>Total: \$1,054.35</b>

## Handhelds

Description	Price	QTY	Subtotal	
Part: nx-5200k2	\$810.69	2	\$1,621.38	
Part: kra 25m antenna vhf	\$36.69	2	\$73.38	
Part: kwd battery 3900mah	\$176.56	4	\$706.24	
Part: kwd clamshell aa batter holder	\$115.61	4	\$462.44	
Part: Desktop charger	\$78.54	1	\$78.54	
Part: Speaker-microphone	\$98.24	2	\$196.48	
			<b>Estimated Tax (7.25%): \$227.54</b>	<b>Total: \$3,366.00</b>





# LAKEPORT FIRE PROTECTION DISTRICT

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



Date: October 4, 2024  
To: Board of Directors  
From: Patrick Reitz, Fire Chief  
Subject: **Possible Nomination for Fire District Representative on GSRMA's Board of Directors**

## Recommendation

1. None

## Background

The District's insurance carrier, Golden State Risk Management Authority ("GSRMA") is soliciting nominations for the position of Fire District Representative on their Board of Directors. Attached is a letter from GSRMA which provides further information.

September 30, 2024

Re: Selection of Fire District Representative for GSRMA Board of Directors

Dear Sir or Madam,

We are reaching out to our fire district members to inform you of a vacancy of the Fire District Representative position on the GSRMA Board of Directors. This is a very exciting opportunity in which we hope your district will want to participate.

An outline of the Board Member Election Timeline is attached. Once the nomination period is closed, we will conduct an election among our fire district members. The district that wins the election can then appoint a member of their governing board to serve on the GSRMA Board.

The length of term for the GSRMA board position is 2 years. This specific term runs from July 1, 2025 through June 30, 2027. GSRMA board meetings are bi-monthly starting in July (6 meetings per year). Meetings are held in the GSRMA board room in Willows, CA, from 6-8 pm on the second Wednesday of each meeting month. We do have the capability for virtual participation via zoom and in accordance with current Brown act requirements if a board member is unable to attend a meeting in-person.

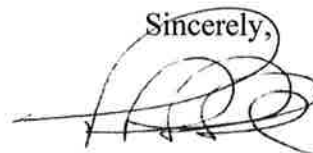
GSRMA will provide funds annually to the district of each board representative for their district's professional development expense. This amount is set annually and is currently \$5,000.

Please share this information with your board and let us know if they wish to self-nominate to be a candidate district in this election. You can notify us by sending an email that includes your district's name, your name and states that your district would like to be a candidate in the election for GSRMA board representation. The email should be sent to: [elections@gsrma.org](mailto:elections@gsrma.org). Alternatively, you may mail us your nomination via the USPS or fax it to (530) 934-8133.

The deadline for nominations is end of business on December 13, 2024. The election will take place February 3, 2025 through April 14, 2025. If your district is selected, your governing board will be asked to appoint one of its members to serve on the GSRMA board.

Active member participation on its board of directors contributes greatly to GSRMA's success as a risk pool. I hope your district accepts this invitation. Please contact our office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Schimke', written over the word 'Sincerely,'.

Scott Schimke, ARM  
Risk Manager

**Golden State Risk Management Authority (GSRMA)**  
**Governing Board Member Election Timeline**  
**Effective for July 1, 2025 vacancies**

The July 1, 2025, vacancies for the Board include representatives for Fire and Special Districts.

The timeline for these elections are as follows:

**Approval of the July 1, 2025 Board Member Election Timeline.**

Nominations will be open October 1, 2024, through December 13, 2024.

- Send nomination invite to appropriate member agencies by October 1, 2024.
- Send deadline reminder by November 29, 2024.
- Nominations must be received in the GSRMA office by end of business December 13, 2024.

Approve nominees/ballot at the January 8, 2025, board meeting.

Election conducted February 3, 2025 – April 14, 2025.

- Distribute primary contact information for each peer district to candidate districts by January 15, 2025.
- Distribute election ballots by February 3, 2025.
- Send deadline reminders by March 31, 2025.
- Ballots must be received in the GSRMA office by end of business April 14, 2025.

Election results will be presented to the Board at their May 14, 2025, meeting. At this meeting the Board will:

- In case of a tie, hold a drawing among those receiving the most votes.
- For any vacancy that received no nominations, appoint an individual qualified to fill the position.
- Certify the results of the election process.

Elected districts will provide their appointment prior to the July 9, 2025, Board meeting.