



**South Lake County Fire Protection District**  
— in cooperation with —  
**California Department of Forestry and Fire Protection**

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P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

**NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING**  
**Tuesday, January 21, 2025 at 7:00 p.m.**  
**Located at the Middletown Fire Station Board Room,**  
**21095 Highway 175, Middletown, CA 95461**

**Notice is Hereby Given**, pursuant to California Government Code Section 54956, that the Chairperson of South Lake County Fire Protection District Board of Directors, State of California has called a regular meeting of said Board of Directors.

This regular meeting is for the purpose of discussing the following items:

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call:
4. Motion to approve agenda:
5. Citizens' Input: Any person may speak for three (3) 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. Total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board.
6. Communications:
  - 6.a. Fire Sirens
  - 6.b. Fire Safe Council
  - 6.c. Volunteer Association
  - 6.d. Chief's Report
  - 6.e. Finance Report
  - 6.f. Directors' activities report
7. Regular Items:
  - 7.a. Consider and approve bids for new apparatus bay roof at Station 62 and Resolution No. 2024-25-13 A Resolution Appropriating Contingencies for New Apparatus Bay Roof at Station 62. Placed on the agenda by Chief Paul Duncan.  
MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_ NO \_\_\_ ABSTAIN \_\_\_
  - 7.b. Election of President of the Board of Directors, Vice President of the Board of Directors, Secretary and / or Clerk to the Board of Directors for calendar year 2025. Placed on the agenda in accordance with Fire District Bylaws. (Outgoing President conducts election and adjourns tonight's meeting).  
MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_ NO \_\_\_ ABSTAIN \_\_\_

8. Consent Calendar Items: (Approval of consent calendar 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 discussion later.)

8.a. December 17, 2024 - Regular Meeting Minutes

8.b. Warrants – January

9. Motion to Adjourn Meeting:

Posted January 17, 2025 by Gloria Fong, Clerk to the Board of Directors



A request for disability-related modification or accommodation necessary to participate in the Board of Directors' Meeting should be made by emailing [boardclerk@southlakecountyfire.org](mailto:boardclerk@southlakecountyfire.org) at least 48 hours prior to the meeting.

Please join the meeting from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/85635851601>

You can also dial in using your phone: +1 (669) 900-6833 US (San Jose)

Meeting ID: 856 3585 1601

Comments are allowed before any action is taken by the Board on each item. Comments may be made remotely by emailing [boardclerk@southlakecountyfire.org](mailto:boardclerk@southlakecountyfire.org), via ZOOM videoconference, or phone application.

**South Lake Fire Safe Council  
Meeting Minutes  
November 6, 2024**

**Call to Order:** Lewis, Englander and Wenckus present. Valderrama and Holtz via zoom.

**Previous Meeting Minutes:** Approved

**President's Report:** We are looking for someone to do the chipping inspections in Noble Ranch and Jerusalem Grade areas.

**Treasurer's Report:**

**Bank Balance:** \$8034.85

**Expenses:** \$4546.25

**Income:** \$4597.77

**Correspondence:**

**Membership:** 61

**Committee Reports:**

**Chipping:** 16 sites

**Web Site:**

**Facebook:**

**Publicity:**

**Follow -up on Access/Egress Projects:**

**Noble Ranch** – in progress

**Gifford Springs**

**Whispering Pines**

**Health Fair – Twin Pine Nov 13, 2024** – We will attend

**Bulletin Boards:** All updated.

**M/S/C: Englander/Lewis:** Allow up to \$250 to get QuickBooks help or find another program.

**Form 990** – Federal form we need to file annually

**Agenda Items:**

**Speakers:**

OES and Incident Command System for joint meeting

**RCD Grizzly Core**

**Lake County Community Foundation**

**Meeting adjourned.**



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**STAFF REPORT**

**To:** South Lake County Fire Protection District Board of Directors

**From:** Heather Kirkendall, Fire Apparatus Engineer

**Re:** Apparatus Bay Roof

**SUMMARY**

Fire Apparatus Engineer Heather Kirkendall has gathered bids for a new apparatus bay roof at Station 62. During the most recent storms, we found large puddles of water on the apparatus bay floor and a significant leak in the roof. We currently have plastic and 2x4s covering the leak to prevent further damage.

**EXECUTIVE SUMMARY**

I am providing this information so the Board of Directors can decide whether to consider these proposals. All quotes include the removal and disposal of the new roof. I have provided quotes for a traditional shingle roof and a metal roof.

**BACKGROUND**

The apparatus bay roof needs to be replaced. The damage will only worsen with the extreme weather Cobb Mountain experiences. The plastic and 2x4s currently covering the roof will not last and are only a temporary fix. The temporary covering continues to try to fly off the roof, and staff has had to return to the roof to fix it after each storm that rolls in.

**ANALYSIS**

Multiple companies have been contacted to provide quotes. Due to the staff's many positive interactions with Curtis Edwards Roofing, we believe they have the knowledge and experience to complete this job successfully. Staff believes that while they are more expensive, the quote offered by Curtis Edwards Roofing is far superior to the others. Curtis Edwards Roofing is a local business in the Fire District and the Hidden Valley Lake Community.

Curtis Edwards Roofing will provide a 10-year workmanship and lifetime warranty on the manufacturer's material. With the roof's current condition, staff believes installing a metal roof is the best option. A shingle roof has a life expectancy of approximately 20 years. Compared to a metal roof, which can last up to 80 years, the cost difference is offset, but the metal roof provides more robust building protection, especially for the snow that Cobb sees yearly.

## **FISCAL IMPACTS**

### **Bids for service: Shingle Roof**

- Bid 1- Curtis Edwards Roofing- \$33,636.00
- Bid 2- Imrie Roofing- \$43,300.00
- Bid 3- Humberto's Roofing- \$30,406.00

### **Bids for service: Metal Roof**

- Bid 1- Curtis Edwards Roofing- \$133,294.00
- Bid 2- Imrie Roofing- \$130,900.00
- Bid 3- Humberto's Roofing- \$75,910.00

\*All quotes include prevailing wage

## **RECOMMENDATION**

Purchase and install a metal roof by Curtis Edwards Roofing.



**Curtis Edwards Roofing CA**  
**Lic.#998100**  
 Mailing-19881 Mountain  
 Meadow South ,  
 Hidden Valley Lake, CA 95467  
 Shop-18155 Vintage Ct.  
 Middletown, CA 95461  
 Phone: 707-809-7889

12/03/2024  
**Claim Information**

**Company Representative**  
 Curtis Edwards  
 Phone: (707) 900-1517  
 roofingcurt@gmail.com

Tear off Reroof/Architectural asphalt shingles

**Heather Kirkendall**  
**South Lake County Fire - Cobb Station**  
 16547 Highway 175  
 Cobb, CA 95426  
 (707) 928-5411

Job: Heather Kirkendall

**Roofing Section**

- Remove and dispose of the existing roofing. This bid is based on removal and disposal of 1-layer of roofing. A change order will be proposed if any additional layers of roofing are found.
- Install IKO Dynasty, Malarkey NEX, CertainTeed Landmark or GAF Timberline HDZ Lifetime shingles over 1-layer of synthetic roofing underlayment per manufacturer's specifications.
- Includes 14 Class-A fire rated O'Hagin attic vents. No under eave venting has been included.
- Includes replacement roof penetration flashings painted to blend with the new roofing.
- Includes required drip edge flashings at the eaves & gable ends.
- Clean up all job related debris.
- Excludes any interior or attic dust prevention.
- Includes re-roof permit and all required inspections.
- Price based upon direct access to the building during the duration of the job.
- Includes 10-yr workmanship warranty.
- Includes manufacturer's "lifetime"\* material warranty.
- Any work not specified above is excluded. Dry rot work if needed can be performed at material cost and \$120.00 per hour.

\*Material prices are good for 21 days

**\$33,279.60**

**Gutters Section**

Supply and install "Easy-On" Class-A fire rated gutter screens.

**\$3,355.96**

**TOTAL**

**\$36,635.56**

Starting at **\$363/month** with **Acorn** • **APPLY**  
FINANCE

.....  
 Visa or Mastercard accepted, 3 1/4% convenience fee applied  
 .....

---

Company Authorized Signature

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Date

---

Customer Signature

---

Date

---

Customer Signature

---

Date



**Curtis Edwards Roofing CA**  
**Lic.#998100**  
 Mailing-19881 Mountain  
 Meadow South ,  
 Hidden Valley Lake, CA 95467  
 Shop-18155 Vintage Ct.  
 Middletown, CA 95461  
 Phone: 707-809-7889

12/03/2024  
 Claim Information

**Company Representative**  
 Curtis Edwards  
 Phone: (707) 900-1517  
 roofingcurt@gmail.com

Tear-Off/Re-Roof/ Standing Seam Metal Roofing

**Heather Kirkendall**  
**South Lake County Fire - Cobb Station**  
 16547 Highway 175  
 Cobb, CA 95426  
 (707) 928-5411

Job: Heather Kirkendall

**Roofing Section**

- Remove and dispose of the existing roofing. This bid is based on removal and disposal of 1-layer of roofing.
- Supply and install 1-layer of PolyStick XFR, Hi-Temp, self-sealing rubberized underlayment.
- Supply and install Sheffield Metals, 24 GA, 16" wide, standing seam panels with standard trim pieces at the eaves, gables and ridge.
- Includes replacement roof penetration flashings.
- Includes re-roof permit.
- Includes 10-year workmanship warranty.
- Includes manufacturer's "Lifetime" warranty.
- Anything not specified above is excluded.
- Dry rot work if required can be performed on a Time & Materials basis at \$210.00 per hour.

**\$129,937.10**

**Gutters Section**

Supply and install "Pro-Flo" Class-A fire rated gutter screens.

**\$3,355.96**

**TOTAL \$133,293.06**

Finance as much as \$100,000 • Starting at \$1,025/month with Acorn FINANCE • [APPLY](#)

.....  
 Visa or Mastercard accepted, 3 1/4% convenience fee applied  
 .....



---

Company Authorized Signature

---

Date

---

Customer Signature

---

Date

---

Customer Signature

---

Date

**Warning:** this message is from an external user and should be treated with caution.

Thank you for choosing Imrie Roofing. This estimate is for a commercial building located at 16547 Hwy 175 (South Lake County Fire). Total estimated square footage of the roof decks is 5,044 square feet. The building currently has a composition shingle system in place.

#### TEAR-OFF

Remove and dispose of all roofing materials. Inspect the roof deck and framing for any damage. If damage is found a supplement bid for repairs will be provided. This would be an additional cost to this estimate.

#### NEW ROOFING MATERIALS

Purchase and install new Malarkey brand shingle package.

New roofing materials will be as follows:

- 1) Class A synthetic underlayment.
- 2) 2"×2" drip edge metal.
- 3) Malarkey starter shingles.
- 4) Malarkey highlander nex composition shingles in color of choice.
- 5) Malarkey ridge shingles.
- 6) New vent flashings.
- 7) County permit and inspections included.

All work stated above will be completed for the sum of \$43,300.00.

#### METAL OPTION

I did not put an exact number on a metal roof for this project. Generally a metal roof is about 3 times the cost of a new shingle roof. That will put the numbers in the ballpark.

If you have any questions or would like to proceed with this estimate. Please give us a call or email.

Thank you  
Scott Imrie

Imrie Roofing  
Lic #1059420  
Scott Imrie-owner  
40 Shirley court  
Lakeport CA 95453  
(707)485-4612



# Humberto's Roofing

(707)994-7643

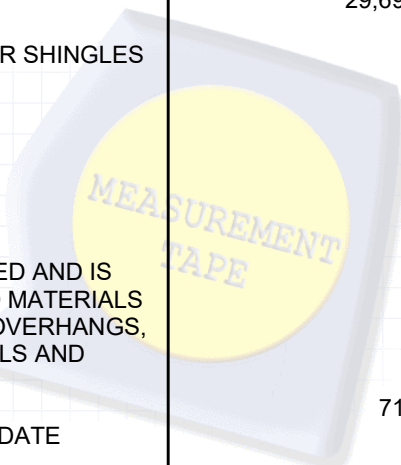
*We roof the best and fix the rest*

PO BOX 1543  
 LOWERLAKE, CA 95457  
 PHONE: 707-994-7643 FAX: 707-994-5861  
 EMAIL: humbertos.roofing@gmail.com  
 CONSTRUCTION CONTRACT  
 (HOME IMPROVEMENT)



<i>Estimate</i>	
Date	Estimate #
12/26/2024	513926
Customer	
HEATHER KIRKENDALL 16547 CA-175 COBB CA 95426	

Item	Description	Total
0001.1	SOUTH LAKE COUNTY FIRE DISTRICT STATION 62 - COBB	
0003.2	ONE STORY BUILDING WITH A 5/12 PITCHED ROOF	
0002	LABOR AND MATERIALS	29,696.00
0010	TEAR OFF EXISTING OLD ROOFING MATERIALS	0.00
0008.1	REROOF WITH 30 YEAR DIMENSIONAL PABCO PREMIER SHINGLES	0.00
005	- <a href="https://pabcoroofing.com/pabco-premier/">https://pabcoroofing.com/pabco-premier/</a>	
006	INSTALL NEW UNDERLAYMENT, 15 LB FELT PAPER	0.00
007	INSTALL RIDGE SHADOW CAP - FLAT STYLE	0.00
007.1	INSTALL STARTER	0.00
0009	INSTALL JACKS - AS NEEDED	0.00
0009.1	INSTALL VENTS	0.00
01 Plans & Permits	INSTALL 2X2 DRIP EDGE	0.00
009.3	PLYWOOD REPAIR OR REPLACEMENT IS NOT INCLUDED AND IS CHARGED EXTRA AT \$105.00 PER SHEET - LABOR AND MATERIALS	0.00
007.2	WOOD REPAIR OR REPLACEMENT (FASCIA BOARDS, OVERHANGS, TAILS, SIDING, ETC.) IS CHARGED EXTRA AT MATERIALS AND LABOR AT \$125 PER HOUR	0.00
	Plans & Permits	710.00
	3 YEARS LABOR WARRANTY FROM JOB COMPLETION DATE	0.00
	CLEANUP AND REMOVE WASTE	



Owner promises to pay or cause to be paid to contractor in consideration therefor the total sum of	<b>Total</b>
<b>DOWN PAYMENT (10% OR \$1000, WHICHEVER IS LESS)</b>	\$ _____
40 % When Job Is Started	\$ _____
50 % Upon Roof Completion	\$ _____
Total	\$ _____

THIS CONTRACTOR IS NOT RESPONSIBLE FOR ANY NATURE OR UNEXPECTED PHENOMENON

ACKNOWLEDGEMENT : OWNER ACKNOWLEDGES THAT HE/SHE HAS READ AND RECEIVED A LEGIBLE COPY OF THIS AGREEMENT INCLUDING ALL TERMS, STATE PROVISIONS AND NOTICES TO OWNER BEFORE ANY WORK HAS BEEN DONE AND THAT HE/SHE HAS READ AND RECEIVED A LEGIBLE COPY OF EVERY DOCUMENT THAT BUYER HAS SIGNED DURING THIS NEGOTIATION. I/WE HEREBY ACKNOWLEDGE UNDER PENALTY OF PERJURY THAT I/WE, AM/ARE THE LEGAL OWNER AND AUTHORIZED TO SIGN THIS CONTRACT AS AN AGENT OF THE LEGAL OWNER.

ACCEPTENCE: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENTS WILL BE AS OUTLINED ABOVE.  
 "THREE-DAY RIGHT TO CANCEL"  
 BUYER HAS THE RIGHT TO CANCEL THIS AGREEMENT WITHIN THREE WORKING DAYS OF DATE OF ACCEPTANCE. ALL PAYMENTS MADE AFTER THREE DAYS OF ACCEPTANCE WITHOUT CANCELLATION IS NON REFUNDABLE. (NOTE: GUTTERS AND DOWNSPOUTS ARE ALWAYS BILLED AS A SEPARATE ITEM FROM ANY ROOF CONTRACT). IF CREDIT CARD IS USED AN ADDITIONAL 3% WILL BE CHARGED.  
 "MECHANICS LIEN WARNING"  
 WE PRESERVE OUR RIGHT TO RECORD A LIEN AGAINST YOUR PROPERTY FOR NON-PAYMENT WITH COMPLIANCE TO THE '20-DAY PRELIMINARY NOTICE' RULE.

CONTRACTOR	HOMEOWNER
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# Humberto's Roofing

Lic. 722040

(707)994-7643

Call Humberto Now!

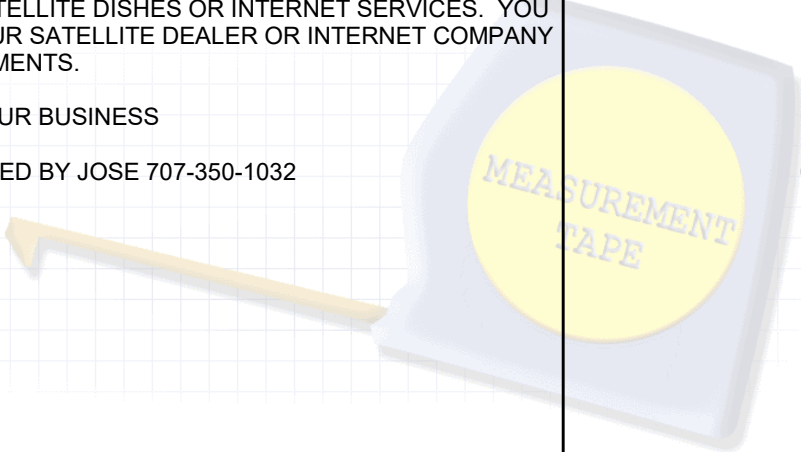


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<i>Estimate</i>	
Date	Estimate #
12/26/2024	513926
Customer	
HEATHER KIRKENDALL 16547 CA-175 COBB CA 95426	

Item	Description	Total
007.3	HIDDEN DAMAGES EXTRA	0.00
010	NOTE: HUMBERTO'S ROOFING IS NOT RESPONSIBLE FOR THE RELOCATION OF SATELLITE DISHES OR INTERNET SERVICES. YOU MUST CONTACT YOUR SATELLITE DEALER OR INTERNET COMPANY TO MAKE ARRANGEMENTS.	0.00
009.1	WE APPRECIATE YOUR BUSINESS	0.00
009.5	ESTIMATE COMPLETED BY JOSE 707-350-1032	0.00



Owner promises to pay or cause to be paid to contractor in consideration therefor the total sum of	<b>Total</b> \$30,406.00
<b>DOWN PAYMENT (10% OR \$1000, WHICHEVER IS LESS)</b>	\$ _____
40 % When Job Is Started	\$ _____
50 % Upon Roof Completion	\$ _____
Total	\$ _____

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ACCEPTENCE: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK SPECIFIED. PAYMENTS WILL BE AS OUTLINED ABOVE.

"THREE-DAY RIGHT TO CANCEL"  
 BUYER HAS THE RIGHT TO CANCEL THIS AGREEMENT WITHIN THREE WORKING DAYS OF DATE OF ACCEPTANCE. ALL PAYMENTS MADE AFTER THREE DAYS OF ACCEPTANCE WITHOUT CANCELLATION IS NON REFUNDABLE. (NOTE: GUTTERS AND DOWNSPOUTS ARE ALWAYS BILLED AS A SEPARATE ITEM FROM ANY ROOF CONTRACT). IF CREDIT CARD IS USED AN ADDITIONAL 3% WILL BE CHARGED.

"MECHANICS LIEN WARNING"  
 WE PRESERVE OUR RIGHT TO RECORD A LIEN AGAINST YOUR PROPERTY FOR NON-PAYMENT WITH COMPLIANCE TO THE '20-DAY PRELIMINARY NOTICE' RULE.

CONTRACTOR \_\_\_\_\_ HOMEOWNER \_\_\_\_\_

Page 2 ACCEPTANCE DATE

ACCEPTANCE DATE \_\_\_\_\_



# Humberto's Roofing

Lic. 722040

(707)994-7643

Call Humberto Now!



*We roof the best and fix the rest*

PO BOX 1543  
 LOWERLAKE, CA 95457  
 PHONE: 707-994-7643 FAX: 707-994-5861  
 EMAIL: humbertos.roofing@gmail.com  
**CONSTRUCTION CONTRACT  
 (HOME IMPROVEMENT)**

<h2>Estimate</h2>	
Date	Estimate #
1/16/2025	514004
<b>Customer</b>	
HEATHER KIRKENDALL 16547 CA-175 COBB CA 95426	

Item	Description	Total
00001	SOUTH LAKE COUNTY FIRE DISTRICT STATION 62 - COBB	0.00
0001.1	ONE STORY BUILDING WITH A 5/12 PITCHED ROOF	0.00
0001.1	LABOR AND MATERIALS	75,000.00
0003.2	TEAR OFF EXISTING OLD ROOFING MATERIALS DOWN TO THE WOOD SHEETING	0.00
0002.3	RE-ROOF WITH 24 GA., COMMERCIAL HEAVY DUTY GRADE PANEL COVERAGE 14" OR 16" SNAP SEAM DIRECT FASTENED METAL ROOF <a href="https://www.metalsales.us.com/products/?product=Image+II+-+12%22+Minor+Rib">https://www.metalsales.us.com/products/?product=Image+II+-+12%22+Minor+Rib</a> <a href="https://www.metalsales.us.com/products/?product=Image+II+-+16%22+Minor+Rib">https://www.metalsales.us.com/products/?product=Image+II+-+16%22+Minor+Rib</a> <a href="https://www.metalsales.us.com/products/?product=Image+II+-+Striated">https://www.metalsales.us.com/products/?product=Image+II+-+Striated</a>	0.00
0010.1	INSTALL NEW UNDERLAYMENT, XFR OR MTS UNDERLAYMENT OR SIMILAR REQUIRED MINIMUM FOR METAL ROOF	0.00
0008.1	INSTALL END WALLS- AS NEEDED	0.00
005	INSTALL VALLEY METALS - AS NEEDED	0.00
006	INSTALL JACKS - AS NEEDED	0.00
007	INSTALL VENTS - AS NEEDED	0.00
007.1	INSTALL RIVETS, HEAD SCREWS AND SUPPORTS	0.00

Owner promises to pay or cause to be paid to contractor in consideration therefor the total sum of	<b>Total</b>
<b>DOWN PAYMENT (10% OR \$1000, WHICHEVER IS LESS)</b>	\$ _____
40 % When Job Is Started	\$ _____
50 % Upon Roof Completion	\$ _____
Total	\$ _____

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CONTRACTOR \_\_\_\_\_ HOMEOWNER \_\_\_\_\_

Page 1 ACCEPTANCE DATE

ACCEPTANCE DATE \_\_\_\_\_



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**CONSTRUCTION CONTRACT  
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<h2>Estimate</h2>	
Date	Estimate #
1/16/2025	514004
<b>Customer</b>	
HEATHER KIRKENDALL 16547 CA-175 COBB CA 95426	

Item	Description	Total
01 Plans & Permits	Plans & Permits	910.00
009.3	3 YEARS LABOR WARRANTY FROM JOB COMPLETION DATE	0.00
007.2	CLEANUP AND REMOVE WASTE	0.00
007.3	HIDDEN DAMAGES EXTRA	0.00
010	NOTE: HUMBERTO'S ROOFING IS NOT RESPONSIBLE FOR THE RELOCATION OF SATELLITE DISHES OR INTERNET SERVICES. YOU MUST CONTACT YOUR SATELLITE DEALER OR INTERNET COMPANY TO MAKE ARRANGEMENTS.	0.00
009.1	WE APPRECIATE YOUR BUSINESS	0.00
009.5	ESTIMATE COMPLETED BY RAUL V 707-994-7643	0.00

Owner promises to pay or cause to be paid to contractor in consideration therefor the total sum of **Total** \$75,910.00

**DOWN PAYMENT (10% OR \$1000, WHICHEVER IS LESS)** \$ \_\_\_\_\_  
 40 % When Job Is Started \$ \_\_\_\_\_  
 50 % Upon Roof Completion \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

THIS CONTRACTOR IS NOT RESPONSIBLE FOR ANY NATURE OR UNEXPECTED PHENOMENON

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CONTRACTOR

HOMEOWNER

Page 2 ACCEPTANCE DATE

ACCEPTANCE DATE

1 **BOARD OF DIRECTORS, SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
2 **COUNTY OF LAKE, STATE OF CALIFORNIA**

3  
4 **RESOLUTION NO. 2024-25 08**

5  
6 **A RESOLUTION APPROPRIATING CONTINGENCIES**  
7 **FOR NEW APPARATUS BAY ROOF AT STATION 62**

8  
9 **WHEREAS, GOVERNMENT CODE 29125**, provides that transfers and revisions from  
10 contingencies may be available for specific appropriation by a four-fifths vote of the Board at a  
11 noticed public hearing held as part of any regular or special meeting of which all members have had  
12 reasonable notice; and,

13  
14 **WHEREAS**, a significant leak was found in the apparatus bay roof at Station 62 and needs  
15 to be replaced, as the damage will only worsen with the extreme weather Cobb Mountain  
16 experiences.

17  
18 **NOW, THEREFORE, BE IT RESOLVED AND DIRECTED THAT** the South Lake County  
19 Fire Protection District Board of Directors directs the County Auditor-Controller to make the  
20 following appropriation:

21  
22 Decrease 357-9557-795.90-91 Contingencies \$  
23 Increase 357-9557-795.18-00 Communications \$

24  
25 **THIS RESOLUTION** was introduced and adopted by the Board of Directors of the South  
26 Lake County Fire Protection District at a regular meeting held on the 21<sup>st</sup> day of January, 2025  
27 by the following vote:

28  
29 AYES:

30 NOES:

31 ABSENT OR NOT VOTING:

32  
33 BY: SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT  
34 JIM COMISKY, President, Board of Directors

35  
36 ATTEST: Gloria Fong, Clerk to the Board of Directors





**South Lake County Fire Protection District**  
— in cooperation with —  
**California Department of Forestry and Fire Protection**

---

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

**DATE:** January 17, 2025  
**TO:** Board of Directors  
**FROM:** Gloria Fong  
Staff Services Analyst  
**SUBJECT:** Election of Board Officers for Calendar Year 2025

Attached is manual, regarding the President, the Vice President and the Clerk, with duties delineated under section 4.2 and 8.2, respectively

A director may choose to nominate a member and close when there are no more nominations. Next a director will motion and a director will second to accept nomination, with roll call to follow.

For reference, a one-page board meeting calendar is attached. Included with it is the Annual/ Semi-Annual Board Agenda Items Guideline. This is to help the Board know which month to expect to see certain items. Note they are not set in stone as things may change depending upon the situation.

Attachments: SLCF BOD policy manual 09.19.2023  
Board Meeting Calendar 2025

# SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT

## Board Meeting Calendar 2024

BOARD MTG    WEEKEND    HOLIDAY

JANUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

APRIL 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JUNE 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT  
Board Meeting Calendar 2024**

**Annual/Semi Annual Board Agenda Items Guideline**

<b>Month</b>	<b>Item</b>	<b>Type</b>	<b>Time Period</b>
January	Nominations and Election of President, Vice President and Clerk	Regular	Annual
January	Mid Year Budget Revisions	Regular	As Needed
February	Appointment of Ad Hoc Committee Members	Regular	Annual
March	Proposed Assessment Fee Schedule Changes	Public Reading	Annual
March	Mitigation Fee Report	Public Reading	Annual
April	Adopt Assessment Fee Schedule Changes	Regular	Annual
May	Adopt Appropriations Limits for next FY	Regular	Annual
May	Adopt Recommended (Preliminary) Budget	Regular	Annual
June	Declare Elections	Regular	Biennial
<b>June 30th</b>	<b>Fiscal Year End Close</b>	<b>Regular</b>	<b>Annual</b>
July	Appropriations Limit Compliance Resolution	Regular	Annual
<b>July</b>	<b>Final Budget to Board for Review (for discussion and direction)</b>	<b>Regular</b>	<b>Annual</b>
August	Adopt Final Budget	Public Hearing	Annual
<b>August</b>	<b>Proposed Assessment Fee Schedule Changes (updated with County info)</b>	<b>Public Hearing</b>	<b>Annual</b>
December	Certify Election Results	Regular	Biennial

# SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT



## BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL

Updated Sep 9, 2023

District Office: 21095 State Highway 175, Middletown, CA 95461

Mailing: P.O. Box 1360, Middletown, CA 95461

1-707-987-3089

[www.southlakecountyfire.org](http://www.southlakecountyfire.org)

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## **About the District**

The purpose of the South Lake County Fire Protection District is the protection of life and property from fire and other natural and man-made disasters.

The District, as a cohesive organization, strives to provide services in a well-planned, cost-effective and professional manner through the best utilization of the equipment, facilities, and training provided us by the citizens of the South Lake County Fire Protection District.

To enable the District to fulfill this purpose, it shall be empowered, to the extent permitted by law, to establish and maintain a staff or force of paid men and women, to own and operate equipment, to own real estate, to raise money by tax levy or otherwise and all other powers necessary.

The District is an area of approximately 285 square miles in the southern portion of Lake County, bound by Napa County on the south, Sonoma County on the west, Kelseyville Fire Protection District on the north and the Lake County Fire Protection District on the northeast. The four fire stations serve the communities of Middletown, Hidden Valley Lake, Whispering Pines, Cobb, areas of the geothermal geyser industry annexed in 1949, 6,500 acres in the Loch Lomond area annexed in 1986, and 17,000 acres in the Jerusalem Valley area annexed in 2006.

The District provides fire suppression and emergency medical services exclusively with volunteers until the first paid employee in 1978 then under contract for services in 2000, and through the support of the Fire Sirens, an auxiliary organization which was established in April 1985.

## **ARTICLE 1: THE FIRE DISTRICT**

### **1.1 Fire District Governing Authority**

South Lake County Fire Protection District is an independent special district with an elected Board of Directors of five members. It was formed in 1925 as the Middletown Fire Protection District with the Lake County Board of Supervisors appointing the Board of Directors until 1988, when it was change to an elected Board of Directors and renamed as the South Lake County Fire Protection District on March 18, 1987.

South Lake County Fire Protection District is a California Special District as a local government agency with taxation authority as established on July 1, 2020. The legal authority for the South Lake County Fire Protection District is derived from the Fire Protection District Law of 1987 and the Bergeson Fire District Law in the California Health & Safety Code. The District has only those powers, which are expressed in, or necessarily implied from, the California Health and Safety Code, Section 13860-13879.

The implementation of policies and programs adopted by the Board of Directors will be clearly delegated to the Fire Chief. The delegation of this responsibility to the Fire Chief requires that the Board develop very clear, specific and measurable expectations of this position. These steps are necessary to ensure completion of tasks that may be then reassigned to other staff once the Board and Fire Chief roles and responsibilities are clarified. The Fire Chief is the pivotal point at which Board directives become implemented programs. It is essential that the Board be rigorous is developing and evaluating the goals assigned to the Chief. The Board also shall provide formal performance expectations to the Fire Chief as a means of ensuring the successful implementation of Board policies.

## **1.2 Adopting Governing By Policy**

One of the major functions of the Board of Directors is to serve as the policy-making body of the Fire District and to govern the activities and shape the future of the Fire District. The Board of Directors agrees that the Fire Chief and the management staff are responsible for the day-to-day administration and operations of the District.

The intent of the Board of Directors is to set forth a series of policies and board meeting procedural rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

The Board Policies and Procedures Manual is intended to reflect the Board's commitment to order, consistency, responsiveness and transparency in its actions and additionally, make clear and readily available all relevant information about District operations to the residents of the District.

A copy of the current Board of Director's Policy and Procedures Manual is posted on the District's website at [www.southlakecountyfire.org](http://www.southlakecountyfire.org).

## **1.3 Fire District Board Policies**

It is the intent of the Fire District Board to be governed by a set of policies. The policies shall be adopted by the Board and made available as public documents. The Board is also governed by a set of Rules of Order for conducting meetings as noted in Article 9.

The policies of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection at the highest obtainable level of quality for the residents of the District.

In the event that a Board policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated said policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy shall clearly specify the intent of the Board in interpreting the policy.

In deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out the legally mandated tasks and general policies in the interest of the public good. The District recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place as necessary and at least annually at a regularly scheduled Fire District Board meeting in May and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board Policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Policy adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors in the course of a single meeting.

The assembled policies, known collectively as the Board Policy and Procedures Manual, shall be the reference instrument to govern the conduct and deliberations of the business conducted by the Board. Appendices to the Board Policy and Procedures Manual are not in themselves policies and may be changed as necessary to provide up to date information.



## **ARTICLE 2: FIRE DISTRICT BOARD OF DIRECTORS**

### **2.1 Basis of Authority**

The Board of Directors is the unit of authority within the District. Directors, apart from their normal function as a part of a unit, have no individual authority. As individuals, Directors may not commit the District to any policy, act, expenditure, or give individual direction to the Fire Chief, District staff or the legal counsel for the District.

Directors do not represent any fractional segment of the community, but are rather, a part of the body which represents and acts for the community as a whole.

The Board of Directors may act only at a legal meeting, which is defined as any gathering of a quorum of the Board where District business is transacted or discussed, formally or informally. The Board can take action by motion, resolution, or ordinance. The Board can also make a commitment to take future action.

### **2.2 Board Member Job Description**

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. It is their responsibility to ratify annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

The majority of the members of the Board of Directors set the official policy of the District. District policies are to be mindful of the legal and constitutional rights of citizens and are set with care, in full accordance with the law.

The Board is entitled to enter into all contracts on behalf of the District within the scope of its authority and in the line of duty.

The Board of Directors has the ultimate responsibility to ensure the lawful and efficient operations of the District. The daily business and routine matters concerning the operational aspects of the District are delegated to the Fire Chief and District management staff. The Board is also the supervisory body for the Fire Chief.

Directors are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. All Directors should be aware of any issue of self-dealing and should abstain from voting on any issues in which the Director is interested, or on those involving issues which could somehow affect their tenure or benefits. Board members are required to file Fair Political Practices Commission, Form 700 Statement of Economic Interests, upon assuming or leaving office and annually with the Clerk of the Board, as required by California State Law. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District in keeping with State and Federal constitutions, statutes, and rules, interpretations of the courts, and all the powers and responsibilities they provide.

### **2.3 Director Attendance at Meetings**

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. This shall include all ad-hoc committee meetings to which the Director has been assigned.

## **ARTICLE 3: MEMBERSHIP ON THE FIRE DISTRICT BOARD**

### **3.1 Board Membership**

The Board of Directors of South Lake County Fire Protection District shall consist of five (5) members serving four (4)-year staggered terms. By State law, a resident of the District who is a registered voter over 18 years of age shall be eligible to serve as a Director (H&S Code §13841). The election of the Director shall be conducted as provided by California Law (Election Code §10500-10556).

### **3.2 Board Orientation**

#### **Board Candidate Orientation**

The Fire Chief and Board President (or designee should the current Board President be a candidate for re-election) are responsible for being the District liaison to candidates who have filed for the Board in an election year.

#### **New Board Member Orientation**

The Fire Chief and Board President (or designee) shall be responsible for the appropriate orientation and training of new Directors prior to taking their seat on the Board.

The orientation session for new Board members shall be for information about the District, acquaint them with District facilities, equipment and personnel and provide an overview of:

- Board Policy and Procedures Manual
- District territory and boundaries
- District Mission and Values
- Labor and other major contracts
- Brown Act (California Gov't Code §54950-54963)
- Other matters concerning Conflict of Interest
- Current Fire District budget
- Board Resolutions and Ordinances
- Any other important issues

After taking office, the new Board Member will be provided with additional orientation and issued certain items (see Article 3.5).

### **3.3 Training, Education and Conferences**

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further their understanding of District business and/or their role as Board Director. Board members may also attend or observe certain District training classes as approved by the Fire Chief. Attendance at trainings, seminars, workshops, courses, professional organization meetings and conferences will be paid for by the District.

Board members shall take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of the District's membership in a particular organization, utilize the hotel(s) recommended by the event sponsor in order to obtain discounted rates, and secure reservations in advance to obtain discounted air fares and hotel rates. Directors shall travel together whenever feasible and economically beneficial and Directors are encouraged to minimize expense by using on-line courses when possible.

There is no limit to the number of South Lake County Fire Protection District Directors attending the same conference or seminar. If three (3) or more Board members attend a particular conference or seminar, they are prohibited from discussing District business amongst each other so as not to violate the Brown Act.

### External Training

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Notification shall be provided to the Board of Directors for meetings, travel and conferences outside of the District.

Prior approval for expenses for external training is necessary. The Clerk to the Board shall make arrangements for Directors for conference, pay registration and lodging expenses and process reimbursement requests at Fire District mandated per diem allowance amounts. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging and travel. Directors shall submit reimbursement requests in writing to the Clerk to the Board and include validated receipts with the request.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions that will be of benefit to the District. Materials from the sessions may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

### Internal District Training

Board members are encouraged to observe fire ground and disaster training events, to foster a better understanding of the knowledge, skills and abilities required of Command Staff and Line personnel in performing their duties. Request for attendance shall be submitted to the Fire Chief in advance of the training for approval.

## **3.4 Board Director Compensation and Reimbursement**

Members of the Board of Directors shall receive monthly compensation in an amount set by the District Board not to exceed \$100.00 for attending each meeting of the District Board. The number of meetings for which a member of the Board of Directors may receive compensation shall not exceed four meetings in any calendar month. (*ref. Res. No. 2004-19 11/16/04*)

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with the Expense and Use of Public Resources Policy.

Director compensation can be modified by vote of the Board per Health and Safety Code Section 13857.

## **3.5 Board Director Apparel and Equipment**

The District shall provide each Director upon assuming office:

- Director badge and leather wallet
- District photo identification card
- Business card
- Name plate with their name

Directors shall be issued a District collared polo shirt South Lake County Fire Protection District logo and title of "Director." Board members shall not be issued, or wear safety equipment unless required or requested to do so by the Fire Chief.

If requested, the District shall provide a District-owned tablet, or similar device, for conducting Fire District business, with cellular/internet connectivity.

Upon their completion of service to the District, the Director's official District Badge and wallet, photo I.D, and tablet or similar device, shall be returned to South Lake County Fire Protection District. Note: Certain items, not including the tablets or similar device may be returned to the retiring Director with the approval of the Fire Chief.

The care of District issued equipment and apparel is the responsibility of the Director. If District issued apparel or equipment is lost, stolen or damaged, the Director shall be responsible for repair or replacement expenses. If any District issued apparel or equipment is lost, stolen or damaged, the Director shall file a written notice detailing the events of loss or damage with the Clerk to the Board and discuss replacement options with the Fire Chief.

### **3.6 Board Vacancies**

Pursuant to State Law (California Gov't Code §1770), a vacancy on the Board shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except when prevented by sickness, or when absent from the state with the permission required by law, or as authorized by the Board of Directors or any of the following:

1. The death of the incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the Director will not be able to perform the duties of his or her office for the remainder of his or her term.
3. His or her resignation.
4. His or her removal from office.
5. His or her ceasing to reside in the District.
6. His or her conviction of a felony or any offense involving a violation of his or her official duties.
7. His or her refusal or neglect to file his or her required oath or bond within the time prescribed.
8. The decision of a competent tribunal declaring voids his or her election or appointment.
9. His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event, the office shall not be deemed vacant until the order of commitment has become final.

Once a vacancy on the Board of Directors is determined, the District must notify the election official of the vacancy within 15 days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later [(California Gov't Code §1780(b)).

Filling vacancies in the office of Director shall be in accordance with California Law (Gov't Code §1780). Board vacancies may be filled by appointment by the current Board, appointment by the Lake County Board of Supervisors or by calling for an election.

#### Appointments

The best practice to fill the vacancy is for the Board of Directors to appoint a qualified candidate to fill the unexpired term within 60 days, using the following procedure.

1. Place an announcement in the local newspaper and electronically on the Internet. Include a call for candidates, application process, and deadline for applying. The announcement must be published at least 15 days prior to the appointment.
2. Properly notice the Board candidate interview on the Board meeting agenda as an action item and include all of the application material submitted by the Board candidates in the Board meeting

- packet.
3. Board applicants are not required to be attendance at the Board meeting where the Board will consider the applicants for the vacancy. Applicants are encouraged to attend so that they may answer questions or make a statement about their qualifications.
  4. The Board will review the application materials, deliberate and vote on the appointment in Open Session.
  5. It is acceptable for the Board to ask applicants to leave the room while they deliberate and vote on the Board appointment. Applicants are not required to leave the meeting.
  6. The Clerk to Board of Directors shall notify the Lake County Registrar of Voters Office within fifteen (15) days of appointment.

The Board may form an Ad-hoc Committee of two (2) Directors to review application materials, interview and make a recommendation for appointment to the Board at a Board meeting

### **3.7 Board Elections**

When a District election is to be held for the purpose of electing members to the District Board, the election officer shall cause the following information to be published in accordance with California Law:

1. The date of the election.
2. The Board positions to be voted upon.
3. The latest date candidates may file for office.

The Lake County Registrar of Voters, serving as elections officer, has total responsibility for the conduct and administration of District elections.

## **ARTICLE 4: OFFICERS AND COMMITTEES OF THE DISTRICT BOARD**

### **4.1 Board Officers**

The Board has two officers, President and Vice President, who shall be Board members elected by majority vote annually at the regular Board meeting in January, or at such date and time as the Board determines. The President and the Vice President shall hold their respective offices until the following January and until their successors are elected or appointed.

The President shall appoint with the approval of the Board a Vice-President should the elected Vice President vacate his/her position for any reason. This will take place at the regular meeting immediately following the vacancy.

The Board shall appoint a Clerk to perform duties delineated within the Board of Directors Policy and Procedures Manual.

### **4.2 Board Officer Duties**

#### **President**

The President shall preside at all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. When introducing a motion, the President must vacate his/her chair, but may second a motion without vacating. A majority vote of the members of the Board is required for approval on each action taken and the vote shall be recorded as to the vote of each member of the Board.

The President must keep the meeting discussions aimed at agenda issues and move the Board along toward decisions and shall be guided by Robert's Rules of Order. However, Robert's Rules of Order is amended to allow discussions of an agenda item by the members of the Board prior to a motion being made on an agenda item.

The President shall exercise general supervision over the business, papers, and property of the Board, and shall execute all formal documents on behalf of the Board. The same to be attested by the Clerk.

The President represents the full Board in public announcements or utterances and shall speak on behalf of the Board only in support of the decisions of the full Board, unless authority is delegated.

The President is the Board member who has primary contact with the Fire Chief. The President shall work closely with the Fire Chief and Clerk in preparing the Board agenda. Since the Brown Act closely controls what can be discussed and acted upon in a meeting, the preparation of an agenda is vital.

### **Vice President**

The Vice President shall preside, in the absence of the President, over all meetings of the Board. When the President is disabled or has vacated his/her chair, all duties of his/her office or as a member of any committee shall temporarily devolve upon the Vice President.

If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as President of the meeting.

### **4.3 Board Ad-Hoc Committees and Liaisons**

The Board President shall and publicly announce the members of the ad hoc committees for the ensuing year no later than the Board's regular meeting in February, or when deemed necessary or advisable. Committees shall consist of a maximum of two members of the Board, and any other persons as deemed necessary and desirable, and will present reports and recommendations on their work to the full Board at regular meetings. The first member named on the committee shall be the Chairperson thereof. The Chairperson of the committee shall set meeting time and place. Recommendations resulting from said review should be submitted to the Board via a written or oral report.

Prior to the committee meeting, the duties of the ad hoc committees shall be outlined at the Board's regular meeting by the Board President and the committee shall be considered dissolved when its final report has been made. The following shall be ad hoc committees of the Board.

- Equipment and Facilities Committee, assigned to review functions, activities, and/or operations pertaining to the operation and maintenance of Fire District equipment and facilities.
- Policy Review Committee, assigned to review functions, activities, and/or operations pertaining to Fire District policies.
- Additional committees as deemed necessary or advisable by himself/herself and/or the Board.

The Board will establish liaisons as appropriate.

Board members NOT assigned to a specific committee may, as private citizens, attend those specific committee meetings. While in attendance at such Committee meetings as members of the public, the Board member may NOT vote on topics.

## **ARTICLE 5: POWERS AND DUTIES OF THE FIRE DISTRICT BOARD**

It is the policy of the Fire District Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

## **5.1 Board Responsibilities and Duties of Fire Chief**

Important activities of the Fire Board are the formulation of policies and rules regarding Fire District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative, personnel and executive functions to the Fire Chief.

## **5.2 Code of Ethics and Harassment**

The Board of Directors of the South Lake County Fire Protection District is committed to providing excellence in legislative leadership that will result in the highest quality of services to its constituents.

Pursuant to AB 1234, Ethics Training for Local Officials, passed by the California Legislature on October 7, 2005, requires that all local agencies that provide compensation, salary or stipend to, or reimburses the expenses of, members of a legislative body must within one year of election or appointment and at least once every two years thereafter receive two hours in general ethics principles and ethics laws relevant to public service. In addition, this requirement applies to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act. The training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online. A Board member that serves on the board of another agency is only required to take the training once every two years.

Pursuant to AB 1825, passed by the Legislature on September 30, 2004, sexual harassment training and education for local officials is required once every two years.

There are numerous training options available including an online program that allows local officials to satisfy the requirement of AB 1234 on a cost-free basis, which can be provided by the Clerk to the Board.

The Clerk to the Board shall maintain records indicating both the dates the Board member completed the training and the name of the entity that provided the training. These records shall be maintained for at least five years after the training date and are public records subject to disclosure under the California Public Records Act.

## **5.3 Board Directors Meeting Participation**

The basic manner in which Director fulfill their office must be at a regular, special, committee or workshop meeting, and will be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members, including the President, are expected to participate fully in deliberation and voting.

## **5.4 Board Directors Decorum**

It is understood that Director will not always agree. Directors have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Directors should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible. In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable.
- Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

## **5.5 Board Directors Responsibility to Constituents**

Directors, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting the fire and life-safety needs of the District.

## **5.6 Board Directors Action and Service**

Director's decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

## **5.7 Board Directors Conduct and Responsibilities**

### **Conduct**

The Fire District Directors shall observe the following code of conduct designed to guide their actions in carrying out their responsibilities. A Fire District Board Director should strive to understand that his/her basic function is policy and not administration or operations. Therefore, Directors will:

- Refuse to make commitments on any matter which should come before the Board as a whole.
- Refuse to participate in secret meetings or other irregular meetings, which are not official and which all members do not have the opportunity to attend.
- Recognize that he/she has no legal status to act for the Board outside of official meetings.
- Respect the rights of Fire District constituents to be heard at official meetings within established parameters and guidelines for public testimony.
- Make decisions only after available facts bearing on a question have been presented and discussed.
- Accept the principle of "majority rule" in Board decisions.
- Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
- Recognize that the Fire Chief or designee is the technical advisor to the Board.
- Present personal criticisms, complaints or problems regarding Fire District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
- Declare conflicts of interest into the public record.
- Conduct all Fire District business in an ethical manner.
- Refuse to use his/her position on the Fire Board in any way, whatsoever, for personal gain.
- Not distract or engage in personnel in any way during any training or live incidents in which the Director's presence has been requested by the Fire Chief.
- Not speak for or give operational orders to the Fire Chief, command staff, or any operational staff during live incidents in which the Director's presence has been requested by the Fire Chief.
- Not engage in behaviors of harassment, discrimination or retaliation towards other Directors, the Fire Chief, command staff, or any other personnel of the District. The District has policy and procedures governing harassment, discrimination and retaliation in the workplace. It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination and retaliation. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any employee. All Directors must be familiar with and in compliance of the District's Policy prohibiting such behaviors. All new Directors shall participate in Harassment, Discrimination and Retaliation Training within one year of joining the Board, if they have not already done so.
- Give staff and contemporaries the respect and consideration due to skilled professional personnel.

### **Responsibilities**

Directors are responsible for monitoring the progress in attaining District goals and objectives while pursuing its mission.



Directors shall practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach the Fire Chief or appropriate staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints shall be referred directly to the Fire Chief.
- In handling items related to safety, concerns for safety, or hazards Directors shall report according to following chain of command and report such items to the following:
  1. Fire Chief
  2. Battalion Chief
  3. Duty Fire Captain

Chain of Command is dependent upon operational staff availability. If unavailable, emergency situations shall be dealt with immediately by seeking appropriate assistance.

In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns shall be referred directly to the Fire Chief or Clerk to the Board. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors function as a part of the whole. As such, issues shall be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors shall be expected to serve on ad hoc committees as established. These committees are two (2) Director fact-finding committee established for the purpose of making recommendations to the full Board on modifications to current policies and related Fire District business.

## **5.8 Board Director Discipline**

The Board reserves the right to censure, criticize, disapprove or condemn actions taken by individual Board members if their actions exceed the grounds of authority conferred upon Directors by the law or, if by their actions, they fail to fulfill their fiduciary duty to the District.

The right to censure a fellow elected official is established by case law. Censure is a disciplinary matter and, as such, the person who is proposed for censure has a right to due process (i.e. hearing on the charges). The Board may also pass resolutions criticizing, disapproving or condemning a Board member for his/her conduct and that does not require a process hearing beforehand.

## **5.9 Board and District Public Communication**

The Fire Chief, or his designee, is the spokesperson for the District when dealing with the media. In the course of normal events, Directors should refer inquiries to the Fire Chief. The Fire Chief and the Board should strive to be in agreement regarding the public posture of the District. Where possible it is desirable for the Board to have a unified position (e.g. "Board position") that may be communicated to the public through the media. If it is necessary for the Board to make a separate statement to the media, that responsibility should rest with the Board President or his/her designee.

Internal District information shall not be distributed to the media without the permission of the Fire Chief. Directors, as elected officials, have all of the rights and privileges of any private citizen to speak with the media. If a Director finds it necessary to speak to the media regarding the Fire District, that member should be clear that he/she is speaking as an individual Director and not as a spokesperson for the Board. In order to speak for the Board, any individual Director must be authorized by the Board. When speaking to the media on matters not related to the Fire District, any Director shall clearly state that he/she is speaking as a private citizen and not as a Director.

### **5.10 Board Philosophy for Fire District Reserves and Fund balance**

The Government Accounting Standards Board (GASB) adopted Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB Statement No. 54 changes the fund balance reporting definitions. The changes are effective for financial statement for periods beginning after June 15, 2010.

There are now five components of fund balance:

1. Nonspendable fund balance
2. Restricted fund balance
3. Committed fund balance
4. Assigned fund balance
5. Unassigned fund balance

The Fire District's policy is to maintain a fund balance that is at least 20% of anticipated Operating expenditures. Its purpose is to maintain the Fire District's credit worthiness and adequately provide for:

- Cash Flow Requirements
- Contingencies for unforeseen or operating capital needs
- Economic uncertainties, local disasters or catastrophic events or other financial hardships or downturns in local, state or national economy

#### **Committed fund balance**

Contingency for Operations

For the general fund, the District shall commit 10% of the approved operations budget, if available, for unforeseen or operating or capital needs.

The circumstances in which the operational contingency may be spent include an unanticipated budgetary shortfall or an unforeseen emergency not immediately covered by liability, property or other insurance. The operational contingency should be used to cover one-time expenditures or incidents, not to meet ongoing operational expenditures. Use of the operational contingency shall be approved by the Board by formal resolution.

For future capital projects, the amounts are committed to future capital projects that may be uncommitted and/or redirected by the Board by formal resolution.

#### **Assigned fund balance.**

The assigned fund balance is based on intended use and can be made by the Board by formal resolution or as part of the annual budget, which is adopted by formal resolution. Examples of uses that may be assigned fund balance include but are not limited to the purchase of furniture, fixtures, equipment, contracts, deferred maintenance and refurbishments.

## **5.11 Fire District Board Employee Compensation Policy**

The Fire Board values its represented and unrepresented employees and seeks to provide equitable compensation for each group and classification. The District's Board of Directors may observe this policy when adopting compensation plans and contracts covering District employees.

Principle No. 1 – Recruitment and Retention: Compensation should, when economically feasible, be set at a level sufficient to recruit and retain employees who are qualified and committed to provide high quality services to the community. One critical measure of whether compensation meets this criterion is whether there are a sufficient number of qualified applicants for advertised job openings.

Principle No. 2 – Fairness: The Board may strive to ensure its compensation program is fair and equitable from all legitimate perspectives, including the perspectives of the community, labor and management. The District may choose to survey public and private employers to evaluate the appropriateness and fairness of its compensation program. The Board is directly accountable to the District's constituents, and the Board accordingly retains the discretion to determine the fairness of all compensation programs.

Principle No. 3 – Transparency: Compensation for all District employees should be 100% transparent – i.e., the public should be able to see all pay elements, including the cost of all health, pension and welfare benefits, applicable to each employee. District pay packages should be simple and easily understood. Safeguards must be in place to prevent abuses such as pension spiking and maximizing overtime through manipulation.

Principle No. 4 – Fiscal Sustainability: All compensation commitments must be made consistent with principles of fiscal sustainability and to ensure the District's long term success in achieving its mission. Compensation adjustments must not compromise the District's ability to successfully meet its ongoing and future financial commitments. The Board may observe its Labor Relations Policy and Plan.

Principle No. 5 – Accountability: All compensation commitments must be expressly delineated and are subject to formal approval by the Board of Directors. The Board will not abide "implied" or unwritten contracts, or unspecified "past practices," that purport to require employee compensation.

Principle No. 6 – Performance Based Pay: Whenever reasonably possible, compensation may be tied to merit and performance. The District may not permit pay increases based merely on the length of employment.

Principle No. 7 – Economic Climate: The District may consider the overall economic climate and condition affecting the District and its constituents when setting compensation levels, including regional economic indicators such as the rate of unemployment, inflation, current and projected revenues, and the District's anticipated ability to pay in the long term.

Principle No. 8 – Legal Compliance: The District will ensure that its pay practices comport with the Fair Labor Standards Act and, to the extent legally applicable, State law. The District renews its commitment to negotiate in good faith with labor pursuant to the Meyers-Milias-Brown Act ("MMBA"), and to abide by all requirements of the MMBA.

Principle No. 9 – Flexibility: The District may strive to remain flexible and innovative in light of changing conditions and improving technologies, and may continually re-evaluate its pay practices to ensure they are consistent with best practices.

## **5.12 Collective Bargaining Agreement**

It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups (Represented Safety, Unrepresented Miscellaneous, Unrepresented Safety,

Unrepresented Confidential and Chief Officers), as required by the Meyers-Miliias-Brown Act (MMBA).

The Personnel Committee is responsible for negotiations with employee groups but can also delegate negotiations to:

1. The Fire Chief
2. A contract negotiator/ or Designee

During contract negotiations, Board members shall limit communication with the bargaining group on matters pertaining to the negotiation. Board members shall not negotiate directly with represented labor groups and cannot agree to anything as an individual or on behalf of the Board while bargaining is underway.

To outline for salaries, working conditions and benefits, the District enters into Memorandum of Understanding (MOU) with represented safety employees and chief officers and resolutions for unrepresented miscellaneous, unrepresented confidential employees.

MOUs, including side letters and resolutions are of no force or in effect until such matters are submitted to, and approved by, the District Board of Directors.

### **5.13 Sunshine Policy**

It is Board Policy to be open and transparent in accordance with the law. Accordingly, any collectively bargained labor agreement between the District and a recognized employee association shall be in full compliance with the follow:

#### **1. Section 7507**

Cal. Gov't Code § 7507 (2001) requires city and county entities to "...secure the services of an enrolled actuary to provide a statement of the actuarial impact upon future annual costs before authorizing increases in public retirement plan benefits. The future annual costs as determined by the actuary shall be made public at a public meeting at least two weeks prior to the adoption of any increases in public retirement plan benefits." Section 7507 was amended in 2009 to require that an actuary be present at the public meeting and that the adoption of any benefit be on a regular calendar, as opposed to a consent calendar.

#### **2. Section 23026**

Cal. Gov't Code § 23026 (2001) contains four separate requirements that a Board of Directors of any local pension system must fulfill before enhancing pension benefits. It states that the Board of Directors:

- ▶ "shall make public, at a regularly scheduled meeting of the board, all salary and benefit increases that affect either or both represented employees and non-represented employees;"
- ▶ "shall" include "[n]otice of any salary or benefit increase . . . on the agenda for the meeting as an item of business;"
- ▶ "shall" provide that notice "prior to the adoption of the salary or benefit increase;" and
- ▶ "shall include an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system."

#### **3. Section 31515.5**

Consistent with Section 23026, Cal. Gov't Code § 31515.5 (2001) requires the Board of Directors to notice, at a regularly scheduled meeting, all salary and benefit increases. It authorizes the preparation of an actuarial estimate on the impact of the salary and benefit requirements. Specifically, the mandatory language provides that the Board of Directors:

- ▶ "shall make public, at a regularly scheduled meeting of the board, all salary and benefit increases that affect either or both represented employees and non-represented employees;"
- ▶ "shall" include "[n]otice of any salary or benefit increase . . . on the agenda for the meeting as an item of business;"

#### 4. **Section 31516**

Like Section 7507, Cal. Gov't Code § 31516 (2001) requires that the Board of Directors:

- “shall” hire an “actuary to provide a statement of the actuarial impact upon future annual costs before authorizing benefits.” It also provides that the actuary’s report
- “shall be made public at a public meeting at least two weeks prior to the adoption of any increases in benefits.”

### **ARTICLE 6: DELEGATION OF BOARD AUTHORITY**

The Fire District Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

The implementation of policies and programs adopted by the Board of Directors will be clearly delegated to the Fire Chief. The delegation of this responsibility to the Fire Chief requires that the Board develop very clear, specific and measurable expectations of this position. These steps are necessary to ensure completion of tasks that may be then reassigned to other staff once the Board and Fire Chief roles and responsibilities are clarified.

#### **6.1 Responsibilities of Fire Chief to the Board**

The Fire Chief shall serve as the General Manager or Chief Executive Officer of the Fire District. Responsibilities of the Fire Chief may include:

1. Preparing the agenda in collaboration with the Clerk to the Board and Board President for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.
3. Reporting periodically to the Board on the progress of the programs in the District.
4. Addressing personnel, financial and capital improvement matters under the direction of the Board.
5. Reporting to the Board, appointments, demotions, transfers and dismissals in accordance with the policies of the Board as applicable.
6. Provide for succession planning for management and personnel within the District.

#### **6.2 Fire Chief Delegation**

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Such administrative policies and procedures will detail the operations of the Fire District.

#### **6.3 Fire Chief Administrative Actions**

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to inform the Board promptly of such action and of the possible need for policy or rule.

#### **6.4 Fire Chief Reporting Process – Fire Fatalities**

Whenever a fire fatality occurs in the Fire District, the Fire Chief and Board President, if available shall notify the Board officers. The Fire Chief will ensure an investigation of the incident is completed and provide a written report to the Board.

## **ARTICLE 7: FIRE DISTRICT BOARD MEETINGS**

It is the policy of the South Lake County Fire Protection District Board that all meetings shall be conducted in accordance with California and Federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources, as appropriate, before decisions are made on policy and procedural matters. (California Gov't Code §54950 et seq.)

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

- In such an event, only matters appearing on the agenda may be considered in such a session.
- After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

### **7.1 Meeting Location**

Regular meetings of the Board of Directors shall be held on the third Tuesday of each calendar month at 7:00 p.m. in the Board Room of the Middletown fire station located at 21095 State Highway 175, Middletown, California. Because conflict occasionally arise, the Board may take action to reschedule the date of a regular meeting. This action should take place at the regular meeting preceding the meeting to be scheduled.

The President and Fire Chief or designee shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

### **7.2 Regular Meetings**

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the South Lake County Fire Protection District Administration Office and are open to the public, except as provided for Closed Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act, with an additional posting of the agenda to the South Lake County Fire website. A nominal fee may be charged for copies of public records in accordance with rules established by the Board of Directors.

It shall be the policy of the Fire District Board to recognize itself as a policymaking body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

Meetings may include a closed session as necessary.

### **7.3 Special Meetings**

The Board President may call a Special Meeting. A majority may meet without providing notice to the public in order to call a Special Meeting. Only those item of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

An agenda shall be prepared as specified for regular Board meetings and shall be posted at least twenty-four (24) hours prior to the special meeting (California Gov't Code §54956). All Directors, the Fire Chief, and, if required, District Counsel and staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting. Each local newspaper of general circulation in the District and radio and television stations, organizations, and property owners who have filed writing request for notice of special meetings pursuant to the Ralph M. Brown Act (California Gov't Code §54954.1) shall be delivered notice personally or by any other means shall be at least twenty-four (24) hours before the tie of the meeting as specified in the notice.

### **7.4 Emergency Meetings**

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21 and 5010.23 above. An emergency situation is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors (California Gov't Code §54956.5). A dire emergency is defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requires the Board of Directors to provide one (1) hour notice before holding an emergency meeting under California Gov't Code §54956.5 (b)(1) may endanger the public health, safety, or both, as determined by a majority of the Board of Directors.

Each local newspaper of general circulation in the District and radio and television stations, organizations, and property owners who have requested notice of special meetings pursuant to the Ralph M. Brown Act [California Gov't Code §54956.5 (b)(2)] shall be delivered notice personally or by any other means and shall be at least one (1) hour prior to the emergency special meeting by the President of the Board of Directors or designee thereof, or in the case of a dire emergency, at or near the time that the President or designee notifies the Board of Directors of the emergency meeting. This notice shall be given by telephone, and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirement of one (1) hour is waived, and the President or designee shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

### **7.5 Adjourned Meetings**

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Clerk to the Board of Directors may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.21 above and pursuant to California Government Code §54955.

## **7.6 Ad-Hoc Committees**

Ad hoc committees shall meet as necessary in accordance with their specific mission and purpose. An Ad hoc committee generally has a limited purpose and/or a limited span or time frame. These committees exist as long as necessary to accomplish their goal after which they are disbanded. There are no notice or agenda requirements for ad-hoc committees. As with all Committees, the maximum number of directors that may be on an ad hoc committee is two. No minutes are required from an ad-hoc committee.

## **7.7 Study Sessions/Workshops**

Study sessions/workshops may be scheduled from time to time to allow the Board to focus closely on a particular subject. The notice and agenda requirements for a Study Session are the same as those for a regular Board meeting. A Study Session may be a closed meeting if it meets the requirements. No minutes are required for a Study Session. No action may be taken at a Study Session except providing direction to staff.

## **7.8 Agendas**

The agenda review panel will consist of the President, Fire Chief and Clerk. Any Director may request any item be placed on the agenda and shall submit to the Clerk in writing or by submitting a completed Agenda Item Request Form together with any supporting documents and information no later than 5:00 P.M. at least ten (10) days prior to the meeting date.

The order of business for each regular meeting, unless otherwise ordered by the Board, shall be as follows: 1) Consent Calendar, to include items expected to be routine and non controversial, i.e. minutes, warrants; 2) Communications, to include Directors' activity, committee reports, fire chief's report, financial report, written correspondence, and reports from associations, i.e. volunteer association, fire sirens, fire safe council; 3) Regular Items; 4) Citizen's Input; 5) Closed Session, if necessary, and as defined under California Government Code §54954.5.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

1. The request must be submitted in writing or by submitting a completed Agenda Item Request Form to the Clerk together with any supporting documents and information at least ten (10) business days prior to the date of the meeting;
2. The Fire Chief and Board President shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
3. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting (California Government Code §54954.2).

Consideration of items not appearing on the posted agenda, if necessary, requires Board action as follows prior to consideration: 1) a determination by a majority vote of the board that an emergency situation exists (as defined in California Government Code §54956.5; or 2) a determination by a two-thirds vote of the Board or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Fire District subsequent to the agenda being posted.



At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

## **7.9 Closed Sessions**

A Closed Session is a part of a meeting where no member of the public may be present. Only the following topics are grounds for calling a closed session Government Code Section 54953 (b) (3):

- Personnel Matters: Appoint, employ, evaluate performance, discipline, dismiss or release an employee
- Pending or Anticipated Litigation
- Labor Negotiations
- Real Property Negotiations
- Public Security
- License Application by persons with criminal record
- Liability Claims
- Trade Secrets
- Charges or complaints involving information protected by federal law
- Conference involving Joint Powers Agency
- Audit by Bureau of State Audits

The Brown Act states that the legislative body of any local agency shall publicly report actions taken in closed session as well as the vote or abstention on that action of every member present.

## **7.10 Quorum**

A quorum is the minimum number of members of a deliberative body necessary to conduct the business of the Fire District Board. For South Lake County Fire Protection District, it must have a quorum to take action, and a quorum is established when three (3) Board members are in attendance. A meeting of less than a quorum is not an official meeting, nor is it governed by public meeting laws.

## **7.11 Public Comments**

Public comment is encouraged at all Board meetings. Any person requesting to speak is advised to fill out a speaker request card but is not required to do so. Public comment is limited to five (5) minutes per speaker, and maximum of twenty (20) minutes, which may be waived or modified by the Board President. The agenda will emphasize the right to public comment by including the following phrase as a preamble to the public comment section: “A fundamental element of democracy is the right of citizens to address their elected representatives, therefore...”

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be followed.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy Number 1030 Public Complaints.

There are three opportunities for public comment:

#### Public Comment #1

On the agenda, under “Open Time for Public Comment”, the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked but are not required to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information. This will generally take place before the consideration of the Consent Calendar.

#### Public Comment for Agenda Items #2

District policy ensures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.

#### Public Comment #3

Under Public Comment #2, the public may address the Board if they were unable to do so during Public Comment #1. The same caveats apply.

### **7.12 Presiding Board Meeting**

The Board President shall normally preside at meetings of the Board. In the absence of the Board President, the Board Vice-president shall preside. In the absence of both the President and the Vice-president, the first order of business at the Board meeting shall be the appointment, by the Board members present, of a presiding Board member to chair the meeting.

## **ARTICLE 8: MEETING MINUTES, PUBLIC RECORDS**

### **8.1 Board Meeting Minutes**

The Clerk to the Board of Directors shall keep minutes of all regular and special meetings of the Board but minutes shall NOT be taken of Closed Sessions or Study Sessions. The Clerk is authorized by the Board of Directors to attend the closed sessions. (*Ref: Res. No. 2008-07 12-19-07*)

The official records of the meetings are the approved typed minutes. The official minutes of the regular and special meetings of the Board shall be kept in a secured office with easy access for the public review during normal business hours and shall provide information as required by law and Board policies. For convenience, an additional posting of the Board agendas, minutes and meeting packet shall be posted on the South Lake County Fire Protection District website at [www.southlakecountyfire.org](http://www.southlakecountyfire.org).

Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board Meeting.

Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

The minutes of Board meetings may be maintained, but not limited to, as suggested hereinafter outlined:

- › Date, place, and type of each meeting.
- › Directors present and absent by name.
- › Call to order.
- › Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon.
- › Adjournment of the meeting.
- › Record of written notice of special meetings.
- › Record of items to be considered at special meetings.
- › Approval or amended approval of the minutes of preceding meetings.
- › Complete information as to each subject of the Board's deliberation.
- › Complete information as to each subject including the roll call record of the vote on a motion
- › All Board resolutions and ordinances in complete context, numbered serially for each fiscal year.
- › A record of all contracts entered into.
- › All employments and resignations or terminations of employment within the District.
- › A record of all bid procedures, including calls for bids authorized, bids received and other action taken.
- › A record by number of all warrants approved for payment.
- › Adoption of the annual budget.
- › Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month.
- › A record of all important correspondence
- › A record of the Fire Chief's report to the Board.
- › Approval of all policies and Board-adopted regulations.
- › A record of all visitors and delegations, as well as subjects presented, appearing before the Board.

## **8.2 Clerk to the Board**

The Clerk to the Board performs various administrative and managerial duties. These duties shall be but are not limited to those required by law and all duties devolving upon such office, keeping a true and complete record of the proceedings of the Board, preparation of the Board agenda, facilitation of the execution of official and legislative processes, which includes provisions of the Political Reform Act of 1974, attesting to the passing of resolutions and ordinances, having full charge of all the books, documents and papers which properly belong to that office, and participating in Board meetings.

## **8.3 Board Meeting Minutes - Public Record**

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the headquarters fire station located at 21095 State Highway 175, Middletown, California during regular business hours. The public shall contact the Clerk to the Board to request a time to inspect District documents.

## **8.4 Public Records Process**

The Fire District recognizes the right of any member of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. In accordance with the Public Records Act, certain records, including personnel records, are not included in the category of records to which the right of access may be granted by the Fire District.

## **8.5 Board Electronic Communications Policy**

The purpose of the Board Electronic Communications Policy is to ensure the proper use of the District technologies. The Electronic Communication Policy covers such items as Personal Use, Protocol for Use, Unauthorized Purposes, Authorized Hardware and Software Configurations, Data Backup, Security, Internet Use, Shared Resources, the Public Records Act, Confidentiality, Privacy and Misuse.

Each member of the District's Board of Directors will be provided with an email account on the District's system. The District's website provides the public with a link to these email accounts and the business cards provided to each Board member also includes the District email address. Members of the Board of Directors should use only their District email accounts for all District business and should not use their personal or business email accounts for this purpose.

The District will retain all incoming and outgoing email messages from the Board of Directors email accounts on the District's system for two years. These email messages are public records and are subject to disclosure under the provisions of the Public Records Act, with rare exception.

## **ARTICLE 9: RULES OF ORDER DURING MEETINGS**

The Board President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak whom the Board President has not first recognized, and all questions and remarks shall be addressed to the President. Board meetings are held in accordance with Robert's Rules of Order, Parliamentary Procedure.

### **9.1 Points of Order**

The Board President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board President be sustained?" In which event a majority vote shall govern and conclusively determine such question of order.

### **9.2 Decorum and Order - Board Directors**

Any Director desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the question under debate.

- A. A Director desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself or to designate some member of his staff for that purpose.
- B. A Director, once recognized, shall not be interrupted while speaking unless called to order by the President, unless another Director raises a Point of Order, or unless the speaker chooses to yield to questions from another Director.
- C. Any Director called to order while he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his remarks so as to comply with rules of the Board.
- D. Directors shall at all times conduct themselves with courtesy to each other to staff and to members of the audience present at Board meetings and public sessions.
- E. Any Director may invite any members of the public to speak at a Board meeting during the period reserved for public comment.

### **9.3 Decorum and Order - Employees**

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Directors.

#### **9.4 Conflict of Interest**

All Board Directors are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Director prevented from voting because of a conflict of interest shall state the basis for the conflict, recuse him/herself and leave the room for the duration of the debate and vote on the item.

#### **9.5 Limitation of Debate**

No Board Director normally should speak more than once upon any one subject until every other Board Director choosing to speak thereon has spoken. No Board Director shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Board.

#### **9.6 Dissents, Protests, and Comments**

Any Board Director shall have the right to express dissent from, protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason. . .".

#### **9.7 Rulings of Board President Final Unless Overruled**

In presiding over meetings, the Board President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Directors present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

#### **9.8 Actions Not Invalidated**

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

#### **9.9 Actions**

The Board may act only by motion, resolution or ordinance. For example: Board actions setting rules for long-term application are taken by ordinance, whereas routine business and administrative matters which are usually more temporary in nature are accomplished by resolutions.

The motion is a simple device to place a matter before the Board for consideration. It is a procedural device rather than a written document. Motions should not be used to adopt or approve a matter that is a lasting effect beyond the meeting itself. The motion (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies.
- Adoption or rejection of a resolution.
- Adoption or rejection of an ordinance.
- Approval or rejection of any contract or expenditure.
- Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel.
- Approval or disapproval of matters, which require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions are taken at a meeting where only a quorum is present and require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law). This policy applies to abstentions from voting. A member abstaining in a vote is considered as absent for that vote.

The Board may give directions, which are not formal action. Directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

#### **9.10 Processing of Motions**

When a motion is made and seconded, it shall be stated by the Board President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

#### **9.11 Motions Out of Order**

The Board President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

#### **9.12 Precedence of Motions**

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- A. Adjourn
- B. Fix hour of adjournment
- C. Table
- D. Limit or terminate discussion
- E. Amend
- F. Continue
- G. Reconsider

##### **A. Motion to Adjourn - Not debatable**

A motion to adjourn shall be in order at any time, except as follows:

- › When repeated without intervening business or discussion
- › When made as an interruption of a Member
- › When discussion has been ended and vote on motion is pending
- › When a vote is being taken a motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

##### **B. Motion to Fix Hour of Adjournment - Not debatable**

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable and amendable except by unanimous vote.

##### **C. Motion to Table - Not Debatable**

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

##### **D. Motion to Limit or Terminate Discussion - Not Debatable**

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

**E. Motion to Amend - Debatable**

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

**F. Motion to Continue - Debatable**

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

**G. Reconsideration - Debatable**

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent to the Board.

**9.13 Voting Procedure**

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Director present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Board President voting last. The Clerk shall call the names of all members seated when a roll call vote is ordered or required. Directors shall respond “aye” or “no” or “abstain.” Any Board Director not audibly and clearly responding “no” or “abstain” or otherwise registering an objection shall have his vote recorded as “aye.”

**9.14 Tie Votes**

Tie votes shall be considered a no vote or denial.

**ARTICLE 10: PROCEDURE FOR ADOPTING A RESOLUTION**

Resolutions express policy or opinion of the Board or to approve an action such as a contract or major expenditure of funds. A resolution should not be used for the adoption of law or policy that applies to the residents of the District. A resolution may be used for the adoption of internal regulations such as personnel rules.

Actions of the Board on matters of policy or procedure of a less formal nature than the subject of an ordinance are taken by resolution, which is effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

- A. Motion
- B. Second
- C. Discussion
- D. Vote, pursuant to the methods set out for motions
- E. Result declared

When a resolution has not been prepared in advance the Board may adopt the resolution by title. In that case, the Clerk to the Board or designee shall prepare the form of the resolution for presentation at the next meeting.

## **ARTICLE 11: PROCEDURE FOR ADOPTING AN ORDINANCE**

Ordinances adopt laws and are subject to the statutory adoption processes. The statutory adoption process must be strictly followed, or the ordinance may be found invalid. Ordinances are long-term, directly affect the public and subject to initiative and referendum laws and are used to adopt laws.

Ordinances of the District shall be adopted by the Board pursuant to Government code Sections 25120 et seq.

All ordinances shall be placed on the agenda for regular meetings by title and a brief description of content. (An exception is an urgency ordinance, which may be adopted at a special meeting.) The procedure for adoption is:

- A. Discussion
- B. Introduction/first reading of the ordinance. A motion to waive the reading of the entire ordinance and read the ordinance title and number only, must be carried by a majority.  
  
A reading by title by the Clerk of the Board motion to introduce:
  - a) Moved by:
  - b) Seconded:
  - c) Carried by:
- C. Adoption/seconding reading of the ordinance must occur at least five (5) days after the first reading. The Board will follow the same steps as the introduction/first reading of the ordinance.

Except as specified by law, ordinances become effective 30 days after final passage providing the ordinance has been published one time in a newspaper of general circulation published in the District.

## **ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL**

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the Fire District shall be in attendance either in person or via teleconference for Regular Fire District Board Meetings when legal advice, contract consultation, and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

In keeping with District Policy and fiscal responsibility, all legal counsel contact shall have prior approval by the Board President and/or Fire Chief for matters requiring a legal interpretation.





**South Lake County Fire Protection District**  
— in cooperation with —  
**California Department of Forestry and Fire Protection**

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P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**Tuesday, December 17, 2024 at 7:00 p.m.**  
**Located at the Middletown Fire Station Board Room,**  
**21095 Highway 175, Middletown, CA 95461**

This regular meeting is for the purpose of discussing the following items:

1. *Matthew Stephenson called meeting to order at 7:01 pm.*
2. *Chief Paul Duncan led pledge of allegiance.*
3. *Present: Directors Rob Bostock, Stephanie Cline, and Madelyn Martinelli, and Vice President Matthew Stephenson. Absent: President Jim Comisky. Also present: Chief Matt Ryan, Chief Paul Duncan, Battalion Chief Peter Avansino, Battalion Chief Josh Lau, Office technician Karin Collett and Board Clerk Gloria Fong.*
4. *Gloria administered Oaths of Office to Rob Bostock and Madelyn Martinelli, both who are appointed in lieu of November 5, 2024, election of office of the Director of the South Lake County Fire Protection District 4-year term, expiring December 2028.*
5. **BOSTOCK/CLINE MOTION** to approve agenda AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**
6. Citizens' Input: Any person may speak for three (3) 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. Total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board. *None*
7. Communications:
  - 7.a. Fire Sirens – *No report other than they attended the dinner and they are doing great business.*
  - 7.b. Fire Safe Council – *no report at this time.*
  - 7.c. Volunteer Association – *Association President apologized for missing the Christmas dinner. We are busy gathering up the recruits, January 8<sup>th</sup>. They are booted, geared up and ready. Going to get a group and some apparatus to help at the academy.*
    - 7.c.1. Badge Pinning-Promotion to PC Engineer Gary Bevins
  - 7.d. Chief's Report – *Attached, no real significant events coming up. Candy Cane run was very successful. Different change this year Jr out of Napa Fire, we put a tracker on the truck, so it was easier to track the parade.*
  - 7.e. Finance Report – *nothing to add*
  - 7.f. Directors' activities report  
*Cline- I wasn't here last week, wanted to respond about Comisky mentioned about*

*measure T, I would like to visit the groups that we deal with because it was hard to encourage people to vote yeas on the measure. End of report*

*Bostock- nothing to report*

*Martinelli- nothing to report, Christmas dinner was great. End of report*

*Stephenson – nothing to report, Thank you guys for coming and helping me.*

8. Regular Items:

- 8.a. Consider and approve Resolution No 2024-25-09, A Resolution Adopting the Lake County Operational Area Agreement. Placed on the agenda by Chief Paul Duncan.

*This is a standard agreement for the County. It brings the county into alignment when we have to get paid for operations throughout and we will compliant with SEMS*

**MARTINELLI/BOSTOCK MOTION** to approve 8a as written. AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**

- 8.b. Consider and approve Resolution No 2024-25-10, A Resolution Accepting Official Canvass of the General Election Held on November 5, 2024, and Declaring the Result of Measure T. Placed on the agenda by SSA Gloria Fong.

**CLINE/BOSTOCK MOTION** to approve 8b as written. AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**

- 8.c. Consider and approve First Amendment for Temporary Land Use License Agreement between Geysers Power Company LLC and South Lake County Fire Protection District. Placed on the agenda by SSA Gloria Fong.

*First amendment to original agreement that is expired. This extends the license for the warning alarm system up on their land.*

**BOSTOCK/CLINE MOTION** to approve 8c as written and authorize to execute agreement. AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**

- 8.d. Consider and approve Resolution No. 2024-25, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues. Placed on the agenda by SSA Gloria Fong.

*This resolution moves funds from OES and increases salary line items.*

**CLINE/BOSTOCK MOTION** to approve 8d as written. AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**

- 8.e. Consider and approve participation (Collection 1 of 4 amount of \$21,078.38 for Calendar Year 2025) in State Department of Health Care Services Public Provider Intergovernmental Transfer Program for Ground Emergency Medical Transportation Services and authorize Chief to execute Certification Form, and Resolution 2024-25-12 A Resolution Canceling Reserves amount of \$62,566 for Participation. Placed on the agenda by SSA Gloria Fong

*This resolution authorizes chief to execute certificate for transfer of funds.*

**CLINE/BOSTOCK MOTION** to approve 8e as written. AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none **MOTIONED CARRIED.**

8.f. Consider and approve Equipment and Facilities Committee's needs assessment/recommendation to replace Water Tender 6011.

*Chief Duncan suggests this be tabled to next meeting.*

**Cline/Bostock Motion to table 8f. AYES: Bostock, Cline, Martinelli, Stephenson  
Absent: Comisky. NOES: none MOTIONED CARRIED.**

9. Consent Calendar Items: (Approval of consent calendar 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 discussion later.)

Martinelli questioning about all the vehicle repairs, Chief Duncan explains a lot of our equipment explains how our equipment is too old for the contract so we have a private mechanic. BC Avansino explains we are also starting our winter maintenance on the vehicles.

9.a. November 19, 2024 - Regular Meeting Minutes

9.b. Warrants – December

9.c. Budget Transfer of \$2,500 from 357-9557-795.01-12 Salaries & Wages-Temp to 357-9557-795.02-21 FICA/Medicare-Employer Share to cover unanticipated

*Additions to warrant list for AT&T, Will Clark, Peterson Mechanical, and US Bank credit card charges for CMC Rescue, and Amazon, changes total to \$202,498.30*

**MARTINELLI/CLINE MOTION to approve accept calendar with changes.  
AYES: Bostock, Cline, Martinelli, Stephenson. Absent: Comisky. NOES: none  
MOTIONED CARRIED.**

**10. MARTINELLI / CLINE MOTION to adjourn meeting at 7:31 pm. All members in attendance are in favor of adjournment.**

Respectfully submitted by  
Karin Collett Office Technician

READ AND APPROVED BY  
Jim Comisky, – Board of Directors

South Lake County  
 Fire Protection District  
 Cost Accounting Management System  
 Invoice Audit Trail

Detail Report by Vendor, Invoice  
 Run Date: 01/17/2025 09:12:25pm By: GF

Selection Criteria:  
 Include Inv Batch No: SLCF 01/24/2025

Report Template:  
 AP Invoice Report  
 C:\Apps\Lsladmin\Wincams\Lslfiles\Report\Criteria\AP Invoice Report.rst

Check No	Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
11553	ACTION SANITARY	535753	12/31/2024	PORTABLE TOILET SERVICE	357-9557-795-14-00-60	60.00
11553	ACTION SANITARY	535980	01/01/2025	HYGIENE SAFETY	357-9557-795-28-30-60	193.05
11585	WILLIAM L ADAMS PC	521	01/02/2025	LEGAL EXPENSE ME 12/31/24	357-9557-795-23-80-SP	552.50
11567	JENE MARIE ANDERTON	25	01/07/2025	EMS CONSULTANT	357-9557-795-23-80-AB	1,500.00
11554	ARCHILOGIX	ALX-93171	12/31/2024	ARCHITECTURAL SVCS 12/31/24	357-9557-795-23-80-SP	65,229.29
11555	AT AND T	22886468	01/13/2025	STA 64 TELEPHONE CHGS	357-9557-795-30-00-T4	31.53
11555	AT AND T	22886468	01/13/2025	STA 62 TELEPHONE CHGS	357-9557-795-30-00-T2	65.58
11555	AT AND T	22886468	01/13/2025	STA 63 TELEPHONE CHGS	357-9557-795-30-00-T3	65.54
11555	AT AND T	22886468	01/13/2025	STA 60 TELEPHONE CHGS	357-9557-795-30-00-T0	212.94
11555	AT AND T	22886468	01/13/2025	FS TELEPHONE CHGS	357-9557-795-30-00-TF	29.97
11557	CA PUBLIC EMPLOYEES RETIREMENT SYST	100000017628643B	12/03/2024	SOCIAL SECURITY ADMIN BALANCE DUE	357-9557-795-23-80-SP	55.00
11558	CALLAYOMI CO WATER DISTRICT	80 123124	01/02/2025	WATER USAGE	357-9557-795-30-00-W0	909.94
11558	CALLAYOMI CO WATER DISTRICT	81 123124	01/02/2025	WATER USAGE	357-9557-795-30-00-WF	49.48
11559	CASCADE SOFTWARE SYSTEMS	INV-01843	01/01/2025	ACCTG SFTWR CLOUD HOST MB 01/01/25	357-9557-795-28-30-60	190.00
11560	COBB AREA WATER DISTRICT	185 121824	12/20/2024	WATER USAGE	357-9557-795-30-00-W2	189.85
11568	KANDI L COTTER	CLEAN121524	12/30/2024	CLEANING STATION	357-9557-795-14-00-60	250.00
11562	COUNTY OF LAKE SOLID WASTE	257 123124	12/31/2024	GARAGE DISPOSAL	357-9557-795-30-00-G0	43.31
11562	COUNTY OF LAKE SOLID WASTE	257 123124	12/31/2024	GARAGE DISPOSAL	357-9557-795-30-00-GF	14.44
11561	COUNTY OF LAKE PLANNING DEPT	CE2501	12/18/2024	FUELS REDUCTION PERMIT	357-9557-795-28-30-60	700.00
11564	DEPARTMENT OF FORESTRY AND FIRE PRO	173539	01/03/2025	Q1 (SCH A) FY 2024-25	357-9557-795-23-80-CF	768,987.12
11565	FIRE NUGGETS INC	VOID11565	01/04/2025	VOID	357-9557-795-28-30-T	0.00
11566	HERO RENTS	1159	01/06/2025	LIFT-APP BAY ELECTRIC INSTL	357-9557-795-18-00-60	915.74
11556	BARBARA HORST	HORSTJAN2025	01/09/2025	OPEB REIMBURSEMENT	357-9557-795-03-30-R	624.74
11570	LAKE COUNTY FIRE CHIEFS ASSOCIATION	FY24-25	01/02/2025	ANNUAL DUES	357-9557-795-20-00-L	1,500.00
11570	LAKE COUNTY FIRE CHIEFS ASSOCIATION	FY24-25	01/02/2025	ANNUAL DUES	357-9557-795-19-40-MS	500.00
11570	LAKE COUNTY FIRE CHIEFS ASSOCIATION	FY24-25	01/02/2025	ANNUAL DUES	357-9557-795-23-80-SP	100.00
11570	LAKE COUNTY FIRE CHIEFS ASSOCIATION	FY24-25	01/02/2025	ANNUAL DUES	357-9557-795-23-80-SP	3,720.00
11571	LAKE COUNTY SPECIAL DISTRICTS	2200820 021525	12/16/2024	SEWER USAGE	357-9557-795-30-00-S0	62.93
11571	LAKE COUNTY SPECIAL DISTRICTS	2202596 021525	12/16/2024	SEWER USAGE	357-9557-795-30-00-SF	62.93
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-60	46.08
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-60	2.76

Check No	Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total	Req No / Descr 2
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-62	2.76	
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-FS	21.81	
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-64	2.76	
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-63	23.04	
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-60	2.76	
11572	LAKE COUNTY VECTOR CONTROL	LC10052 FY24-25	12/20/2024	ASSESSMENTS FY 2024-25	357-9557-795-48-00-60	30.72	
11578	ROBERT LANNING	INV122053	01/07/2025	FUEL REDUCTION - DEC 2024	357-9557-795-28-30-60	2,112.00	
11578	ROBERT LANNING	INV122054	01/07/2025	FUEL REDUCTION - DEC 2024	357-9557-795-28-30-60	3,360.00	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	2,005.51	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	239.04	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	510.69	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	64.50	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	318.53	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	318.77	
11573	LIFE ASSIST INC	95461FPD 123124	12/31/2024	EMS SUPPLIES	357-9557-795-19-40-MS	164.09	
11563	DENNIS DAVID MAHONEY	161	12/29/2024	LANDSCAPE SERVICE	357-9557-795-18-00-60	475.00	
11569	KIMBERLY MIINCH	MIINCH010625	01/06/2025	REIMB DMV PHYSICAL	357-9557-795-28-30-P	125.00	
11574	OCCU MED LTD	1224858	11/30/2024	PHYSICALS PCF RECRUITS (3)	357-9557-795-28-30-P	337.50	
11575	PAPERWORLD INC	26224	12/26/2024	REPLENISH AP CHECK STOCK	357-9557-795-22-70-60	168.26	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-E2	900.39	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-EF	420.59	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-E4	203.65	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-E0	1,533.01	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-E3	947.45	
11576	PG AND E	699137074151219	12/20/2024	ELECTRIC CHGS	357-9557-795-30-00-E0	339.44	
11577	RAINBOW AMERICA'S COUNTRY STORE	301282 123124	12/31/2024	FENCE REPAIR	357-9557-795-18-00-60	14.46	
11579	SELMAN AND COMPANY	LB4096 20250101	01/14/2025	GROUP LIFE FOR PCFS	357-9557-795-03-30-G	216.32	
11580	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE093024	09/30/2024	PAYROLL	357-9557-795-09-00-00	14,559.91	
11580	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE103124	10/31/2024	PAYROLL	357-9557-795-09-00-00	16,862.39	
11580	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE113024	11/30/2024	PAYROLL	357-9557-795-09-00-00	36,810.25	
11581	STATE OF CA GOV OFFICE OF EMRGY SV	P242505X93010	12/13/2024	RADIO REPAIR M6211	357-9557-795-17-00-60	201.00	
11581	STATE OF CA GOV OFFICE OF EMRGY SV	P242505X93010	12/13/2024	RADIO REPAIR M6211	357-9557-795-17-00-63	201.00	
11583	US BANK VOYAGER	8690837252452	12/24/2024	VEHICLE FUEL E6221	357-9557-795-29-50-00	215.19	
11583	US BANK VOYAGER	8690837252452	12/24/2024	VEHICLE FUEL EX6021	357-9557-795-28-30-60	95.41	
11586	WITTMAN ENTERPRISES	2410043	11/20/2024	AMBULANCE BILLING OCT 2024	357-9557-795-23-80-AB	6,524.94	
11586	WITTMAN ENTERPRISES	2411043	12/23/2024	AMBULANCE BILLING NOV 2024	357-9557-795-23-80-AB	3,036.29	
11584	US BANK			VARIOUS (SEE ATTACHED)		27,697.76	
11582	U.S.BANK			VARIOUS (SEE ATTACHED)		320.68	
					TOTAL	968,247.59	

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
11584	CMC RESCUE	609709	12/18/2024	FIRE SIREN WISHLIST-ROPE RESCUE	357-9557-795-28-30-GA	320.68 PO 2024-25-0010
					SUBTOTAL	320.68
11582	WALMART	073728	01/01/2025	AIR FRYER STA 60	357-9557-795-14-00-60	94.61
11582	JAMF SOFTWARE LLC	101073433	01/09/2025	DEVICE MGMT SOFTWARE ME 02/09/25	357-9557-795-28-30-60	92.00
11582	ARMED FORCE PEST CONTROL	108625	12/06/2024	PEST CONTROL	357-9557-795-18-00-63	20.00
11582	ARMED FORCE PEST CONTROL	109165	12/18/2024	PEST CONTROL	357-9557-795-18-00-63	90.00
11582	ARMED FORCE PEST CONTROL	109426	12/26/2024	PEST CONTROL	357-9557-795-18-00-62	80.00
11582	ARMED FORCE PEST CONTROL	109908	01/08/2025	PEST CONTROL	357-9557-795-18-00-60	125.00
11582	MATHESON TRI GAS INC	12299 123124	12/31/2024	MEDICAL OXYGEN	357-9557-795-19-40-O	285.81
11582	ICE WATER CO	126488	12/19/2024	HYDRATION FOR STATIONS	357-9557-795-13-00-60	77.50
11582	VALLEY GLASS	1333	12/30/2024	WNOW REPAIR STA 63	357-9557-795-18-00-63	803.44
11582	AW EQUIPMENT REPAIR INC	1468	12/04/2024	VEHICLE REPAIR E6221	357-9557-795-17-00-62	791.01
11582	AW EQUIPMENT REPAIR INC	1473	12/11/2024	VEHICLE REPAIR E6321	357-9557-795-17-00-63	405.16
11582	AW EQUIPMENT REPAIR INC	1478	12/26/2024	VEHICLE 90 DAY & C SERVICE E6031	357-9557-795-17-00-60	3,750.00
11582	AW EQUIPMENT REPAIR INC	1482	12/27/2024	VEHICLE REPAIR E6031	357-9557-795-17-00-60	2,457.17
11582	AW EQUIPMENT REPAIR INC	1487	01/02/2025	VEHICLE REPAIR E6421	357-9557-795-17-00-64	541.22
11582	AW EQUIPMENT REPAIR INC	1488	01/02/2025	VEHICLE REPAIR E6321	357-9557-795-17-00-63	316.03
11582	AW EQUIPMENT REPAIR INC	1490	01/13/2025	VEHICLE 90 DAY SERVICE E6421	357-9557-795-17-00-64	225.00
11582	AW EQUIPMENT REPAIR INC	1491	01/13/2025	VEHICLE 90 DAY SERVICE E6231	357-9557-795-17-00-62	225.00
11582	SANTA ROSA UNIFORM & CAREER APPAREL	152235	12/26/2024	UNIFORM APPAREL	357-9557-795-11-00-U	522.25
11582	LAKE COUNTY WASTE SOLUTIONS	176487022U033	01/01/2025	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G2	81.26
11582	LAKE COUNTY WASTE SOLUTIONS	176487032U033	01/01/2025	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G0	191.40
11582	LAKE COUNTY WASTE SOLUTIONS	176487063U033	01/01/2025	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G3	70.90
11582	HARDESTERS	493300	12/31/2024	STA 62 HOUSEHOLD BATTERIES	357-9557-795-14-00-62	96.50
11582	HARDESTERS	495986	12/31/2024	EX6021 FUEL CAN	357-9557-795-17-00-60	75.06
11582	HARDESTERS	491615	12/31/2024	STA 60 HEATER SUPPLIES	357-9557-795-18-00-60	54.68
11582	HARDESTERS	491672	12/31/2024	STA 63 BUILDING LOCK	357-9557-795-18-00-63	12.86
11582	HARDESTERS	489471	12/31/2024	STA 62 SUPPLIES	357-9557-795-17-00-63	23.57
11582	HARDESTERS	491695	12/31/2024	EX6021 MAINTENANCE ITEM	357-9557-795-17-00-60	16.02
11582	HARDESTERS	489620	12/31/2024	U6321 EXTINGUISHER MOUNT SUPPLY	357-9557-795-17-00-63	5.36
11582	HARDESTERS	489675	12/31/2024	TRAINING MATERIAL	357-9557-795-28-30-T	124.27
11582	LAKE PARTS INC	146187	12/31/2024	SC6211 TRLR BRAKE, SIGNAL WIRES	357-9557-795-17-00-62	71.81
11582	LAKE PARTS INC	072857	12/31/2024	E6011 C SERVICE PARTS	357-9557-795-17-00-60	489.38
11582	LAKE PARTS INC	146793	12/31/2024	R6031 SENSOR CLEANER	357-9557-795-17-00-60	6.51
11582	LAKE PARTS INC	146838	12/31/2024	U6022 OIL & FILTERS ROUTINE SVC ITE	357-9557-795-17-00-60	176.89
11582	FDAC	200002097	01/09/2025	FDAC CONFERENCE DUNCAN	357-9557-795-28-30-T	545.00
11582	FDAC	200002097	01/09/2025	FDAC CONFERENCE LAU	357-9557-795-28-30-T	545.00
11582	FDAC	200002097	01/09/2025	FDAC CONFERENCE CLINE	357-9557-795-28-30-T	545.00
11582	FIRE NUGGETS INC	25WNNNGTHFRGRZL	01/04/2025	SEARCH RESCUE LECTURE SMIITH, T	357-9557-795-28-30-T	125.00
11582	FIRE NUGGETS INC	25WNNNGTHFRGRZL	01/04/2025	SEARCH RESCUE LECTURE SIMON	357-9557-795-28-30-T	125.00
11582	FIRE NUGGETS INC	25WNNNGTHFRGRZL	01/04/2025	SEARCH RESCUE LECTURE GASS	357-9557-795-28-30-T	125.00
11582	THE SEAT SHOP	264962	12/24/2024	SEAT REPAIR M6011	357-9557-795-28-48-60	169.56
11582	MEDIACOM	30128147 011625	12/07/2024	INTERNET SVC	357-9557-795-12-00-63	105.01
11582	MEDIACOM	30165883 012625	12/17/2024	INTERNET SVC	357-9557-795-12-00-62	105.01
11582	MEDIACOM	30173705 012625	12/17/2024	INTERNET SVC	357-9557-795-12-00-60	119.99
11582	BRANDON SKINNER	310	12/17/2024	LIGHT UPGRADE STA 60 APP BAY & OFC	357-9557-795-18-00-60	1,775.00
11582	HIDDEN VALLEY LAKE CSD	50050000 123124	01/02/2025	WATER/SEWER	357-9557-795-30-00-W3	257.51

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total	Req No / Descr 2
11582	FERRELLGAS	1128724184	12/26/2024	PROPANE FILL FOR STATION	357-9557-795-30-00-P2	652.83	
11582	FERRELLGAS	1128964345	12/26/2024	PROPANE FILL FOR STATION	357-9557-795-30-00-P2	515.08	
11582	FERRELLGAS	1128930091	12/26/2024	PROPANE FILL FOR STATION	357-9557-795-30-00-PF	713.43	
11582	FERRELLGAS	1128998178	12/26/2024	PROPANE FILL FOR STATION	357-9557-795-30-00-P3	600.47	
11582	AMAZON	5816240	01/07/2025	WATER DISPENSER	357-9557-795-14-00-62	128.69	
11582	VERIZON WIRELESS	6102171923	12/26/2024	CELLULAR SVC ME 01/26/25	357-9557-795-12-00-62	1,090.04	
11582	STERICYCLE INC	8009343510	12/20/2024	MEDICAL WASTE MB 01/01/25	357-9557-795-19-40-MW	104.17	
11582	ZOLL MEDICAL CORPORATION	90107392	12/15/2024	HEART MONITOR, AUTOPULSE, AED	357-9557-795-28-48-60	5,085.94	
11582	AMAZON	9096266	01/02/2025	CLEANING/LIGHTING SUPPLIES	357-9557-795-14-00-63	209.37	
11582	L&K LOCKSMITHING LLC	923	12/18/2024	PANIC BAR INSTALL	357-9557-795-18-00-FS	237.00	
11582	STREAMLINE SOFTWARE INC	D933AAE6-0023	01/01/2025	WEBSITE HOSTING MB 01/01/25	357-9557-795-28-30-60	500.00	
11582	ELITE COMMAND TRAINING	ECT00004-2025	01/04/2025	TRAINING-ENGINE BOSS	357-9557-795-28-30-T	740.00	
11582	ZOOM VIDEO COMMUNICATIONS INC	INV288418666	01/11/2025	BOARD MTG REMOTE ACS ME 02/10/25	357-9557-795-23-80-SP	15.99	
11582	SPACE EXPLORATION TECHNOLOGIES CORP	ME 021725	01/18/2025	MOBILE INTERNET ME 02/17/25	357-9557-795-12-00-60	165.00	
					SUBTOTAL	27,697.76	

South Lake County  
 Fire Protection District  
 Cost Accounting Management System  
 Budget Expenditure Ledger Report

	Orig Budget	Adj Budget	Expenditures	Unencumbered Balance	% Committed	Pending Exp
795 (Budget Exp Acct) Accts Payable						
01-11 Salaries & Wages-Permanent	6,300.00	6,300.00	2,100.00	4,200.00	33.33	400.00
01-12 Salaries & Wages-Temporary	150,000.00	205,152.00	115,657.92	89,494.08	56.38	11,247.31
01-13 Salaries & Wages-Overtime	36,750.00	122,120.00	85,370.09	36,749.91	69.91	0.00
02-21 FICA/Medicare-Employr Share	14,768.00	17,268.00	15,730.54	1,537.46	91.10	929.27
03-30 Insurance	35,595.00	35,595.00	10,297.04	25,297.96	28.93	1,341.06
03-31 Unemployment Insurance	3,604.00	3,604.00	382.95	3,221.05	10.63	194.36
04-00 Workers Compensation	31,101.00	31,101.00	29,289.00	1,812.00	94.17	0.00
09-00 Payroll Clearing	0.00	0.00	77,785.85	-77,785.85	N/A	54,961.61
11-00 Clothing & Personal Supplies	25,200.00	25,200.00	2,522.00	22,678.00	10.01	522.25
12-00 Communications	23,100.00	94,985.00	12,280.61	82,704.39	12.93	1,585.05
13-00 Food	2,625.00	2,625.00	1,889.44	735.56	71.98	77.50
14-00 Household Expense	15,750.00	15,750.00	3,794.58	11,955.42	24.09	823.10
15-10 Insurance-Other	90,000.00	90,000.00	87,558.26	2,441.74	97.29	0.00
17-00 Maintenance-Equipment	101,000.00	101,000.00	37,802.98	63,197.02	37.43	9,977.19
18-00 Maint-Bldgs & Imprvmts	92,014.00	92,014.00	35,879.18	56,134.82	38.99	4,603.18
19-40 Medical Expense	55,500.00	55,500.00	26,623.34	28,876.66	47.97	4,705.52
20-00 Memberships	6,510.00	6,510.00	200.00	6,310.00	3.07	1,500.00
22-70 Office Supplies	5,000.00	5,000.00	1,728.90	3,271.10	34.58	184.33
22-71 Postage	2,751.00	2,751.00	202.95	2,548.05	7.38	0.00
23-80 Professional, Specialized Svc	4,899,698.00	4,838,902.00	216,384.31	4,622,517.69	4.47	852,721.13
24-00 Publications & Legal Ntcs	1,155.00	1,155.00	69.62	1,085.38	6.03	0.00
27-00 Small Tools & Instruments	3,675.00	3,675.00	444.53	3,230.47	12.10	0.00
28-30 Special Dept Supp & Svcs	79,720.00	164,445.00	150,034.25	14,410.75	91.24	10,899.91
28-48 Special Dept Ambulance Exp	110,259.00	402,402.00	333,375.29	69,026.71	82.85	5,255.50
29-50 Transportation & Travel	20,500.00	20,500.00	9,686.40	10,813.60	47.25	215.19
30-00 Utilities	100,000.00	100,000.00	49,844.11	50,155.89	49.84	9,165.85
38-00 Inventory Items	21,000.00	21,000.00	3,191.48	17,808.52	15.20	0.00
48-00 Taxes & Assessments	210.00	210.00	0.00	210.00	0.00	132.69
61-60 Bldgs & Imprv	0.00	0.00	0.00	0.00	N/A	0.00
62-72 Autos & Light Trucks	0.00	0.00	0.00	0.00	N/A	0.00
62-74 Cap FA-Eqt Other	0.00	3,781.00	3,780.56	0.44	99.99	0.00
62-79 Pr Yr	0.00	7,015.00	7,014.49	0.51	99.99	0.00
90-91 Contingencies	237,699.00	165,814.00	0.00	165,814.00	0.00	0.00
<b>* 795 Subtotal</b>	<b>6,171,484.00</b>	<b>6,641,374.00</b>	<b>1,320,920.67</b>	<b>5,320,453.33</b>	<b>19.89</b>	<b>971,442.00</b>
<b>** Grand Total</b>	<b>6,171,484.00</b>	<b>6,641,374.00</b>	<b>1,320,920.67</b>	<b>5,320,453.33</b>	<b>19.89</b>	<b>971,442.00</b>



	<u>Orig Budget</u>	<u>Adj Budget</u>	<u>YTD Revenues</u>	<u>Unrealized Bal</u>	<u>% Realized</u>
411 Property Taxes	1,780,000.00	1,780,000.00	1,009,476.11	770,523.89	56.71
422 Permits	0.00	0.00	0.00	0.00	N/A
441 Revenue from Use of Money	101,000.00	101,000.00	60,047.90	40,952.10	59.45
453 State Aid	48,000.00	141,022.00	147,714.63	-6,692.63	104.75
455 Other Federal	0.00	0.00	0.00	0.00	N/A
456 Other Government Agencies	0.00	0.00	17,116.87	-17,116.87	N/A
465 Public Protection	536,000.00	536,000.00	369,808.95	166,191.05	68.99
466 Other Current Services	2,069,392.00	2,069,392.00	583,952.54	1,485,439.46	28.22
491 Other	0.00	0.00	593,183.35	-593,183.35	N/A
492 Other Revenue	0.00	84,725.00	90,705.20	-5,980.20	107.06
502 Operating Transfers	0.00	0.00	0.00	0.00	N/A
<b>* Grand Total</b>	<b>4,534,392.00</b>	<b>4,712,139.00</b>	<b>2,872,005.55</b>	<b>1,840,133.45</b>	<b>60.95</b>

Run Date: 01/17/2025 09:11:07pm  
 Fiscal Year: 2025  
 Selection Criteria: See Cover Page

South Lake County  
 Fire Protection District  
 Cost Accounting Management System  
 G/L Balance Sheet

<u>Account</u>	<u>General Ledger Acct</u>	<u>Balance</u>
357 FUND: So Lk Co Fire Prot Dist		
Current Asset accts		
Cash	357-9557-100-00-00-00	9,338,935.84
<b>* Current Asset accts Subtotal</b>		
Equity accts		
Fund Balance	357-9557-390-00-00-00	3,480,320.84
General	357-9557-391-01-00-00	154,702.00
Unreserved-Designated	357-9557-392-00-00-00	3,103,427.00
Equipment Reserve	357-9557-392-04-00-00	1,085,303.00
Medical Insurance Reserve	357-9557-392-12-00-00	224,888.00
Medical Svcs & Eqpt Reserve	357-9557-392-25-00-00	1,290,295.00
<b>* Equity accts Subtotal</b>		
<b>** 357 Subtotal</b>		
366 FUND: So Lk Co Fire Mitigation		
Current Asset accts		
Cash	366-0000-100-00-00-00	209,874.48
<b>* Current Asset accts Subtotal</b>		
Equity accts		
Fund Balance	366-0000-390-00-00-00	209,874.48
<b>* Equity accts Subtotal</b>		
<b>** 366 Subtotal</b>		
<b>*** Grand Total</b>		

\*\*\* END OF REPORT \*\*\*