



# Kelseyville Fire Protection District

BOARD OF DIRECTORS  
Regular Meeting Minutes  
May 21, 2025, at 9:00 a.m.  
4020 Main Street  
Kelseyville, CA 95351

1. **CALL TO ORDER:** 9:01 a.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL ( X-PRESENT, A-ABSENT, E-EXCUSED)**

X Director Brookes  
X Director Lauenroth  
X Chairperson Maddox  
X Vice Chairperson Rohner  
X Director Villalobos

4. **SPECIAL AGENDA ITEMS: CITIZEN'S INPUT** – The Board allowed public comment without any response.

5. **CONSENT ITEMS**

- Director Lauenroth motioned to approve the agenda with the deletion of 12-14. Director Brookes seconded the motion.  
Motion Passed  
Ayes: 5  
Noes: 0  
Absent: 0  
Abstain: 0
- Chairperson Maddox motioned to approve the minutes from March 19, 2025 and Director Villalobos seconded the motion.  
Motion Passed  
Ayes: 5  
Noes: 0  
Absent: 0  
Abstain: 0
- Vice Chairperson Rohner motioned to approve the minutes from April 16, 2025 and Director Villalobos seconded the motion.  
Motion Passed  
Ayes: 5  
Noes: 0  
Absent: 0  
Abstain: 0

- Vice Chairperson Rohner motioned to approve the warrant register and pay the bills for May 2025. Director Villalobos seconded the motion. – Motion Passed.  
Ayes: 5  
Noes: 0  
Absent: 0  
Abstain: 0

## **6. CORRESPONDENCE AND COMMUNICATIONS**

- a. Discussed and reviewed Fiscal Year 2023-24 Final Audit Report.

## **7. DIRECTOR'S REPORT**

- a. Director Brookes and Lauenroth talked briefly about Every 15 Minutes program.

## **8. PROFESSIONAL FIREFIGHTER'S REPORT**

- a. None

## **9. FIRE PREVENTION OFFICER'S REPORT**

- a. Prevention Officer out of the office.

## **10. FIRE CHIEF'S REPORT**

- a. Water Tender 5511 is back in service
- b. Engine 5531 had multiple repairs done at Peterson Truck in Santa Rosa, then it went to Wicked Sounds to have a radio installed and should be back in service by next week.
- c. Medic 5512 was towed from AHC for a blown hose, it has been repaired and is back in service.
- d. District could not provide the Test and Tune event in Buckingham with an ambulance due to M5512 being out of service. Gave the option for the event to have a paramedic on site and they refused.
- e. Bid invites went out for the Station 55 Fencing Project, closes 5/30.
- f. District is working on ordering a new ambulance from Lifeline, estimated to be 15-18 months to complete.
- g. Firefighter/Paramedic Ryan Jones has put in his resignation and has accepted a position with Rocklin Fire.
- h. Chief Huggins reviewed the call statistics and ambulance billing revenue.

## **11. REGULAR AGENDA ITEMS:**

- a) Discussed and approved Resolution 2025-13, a resolution to appropriate unanticipated revenue from the Volunteer Fire Capacity Grant.  
Director Lauenroth made a motion to approve, which was seconded by Director Brookes. The motion passed.  
Ayes: 5  
Noes: 0  
Absent: 0  
Abstain: 0
- b) Discussed and approved Resolution 2025-14, a resolution to appropriate unanticipated revenue from the Assistance by Hire Assignment LNU012072 Req#E14 to allocate additional funds to the Water Tender Lease Agreement and to replace the mobile radio in E5531.

Vice Chairperson Rohner made a motion to approve, which was seconded by Director Villalobos.  
The motion passed.

Ayes: 5

Noes: 0

Absent:0

Abstain:0

- c) Discussed and approved a budget transfer moving budget allocations from Capital Assets – Building and Improvements to Capital Assets – Equipment/office for the additional purchase of invoicing software from FirstDue.

Vice Chairperson Rohner made a motion to approve, which was seconded by Director Lauenroth.  
The motion passed.

Ayes: 5

Noes: 0

Absent: 0

Abstain:0

- d) Discussed and approved the Recommended Budget for Fiscal Year 2025/26 – General Fund.  
Chairperson Maddox made a motion to approve, which was seconded by Director Brookes.

- e) Discussed and approved the Recommended Budget for Fiscal Year 2025/26 – Impact Mitigation Fund. Vice Chairperson Rohner made a motion to approve, which was seconded by Chairperson Maddox.

The motion passed.

Ayes: 5

Noes: 0

Absent: 0

Abstain:0

**Adjourned at 9:41 a.m.**

**Attest:**

*Kristina Navarro*

**Kristina Navarro, Clerk of the Board**

*Beau Maddox*

**Beau Maddox, Chairperson of the Board**

June 18, 2025

**Date**