



Kelseyville Fire Protection District

NOTICE OF A BOARD OF DIRECTORS

Regular Meeting

June 17, 2026, at 9:00 a.m.

4020 Main Street

Kelseyville, CA 95451

NOTICE IS HEREBY GIVEN, pursuant to California Government Code Section 54956, that the Chairperson of the Kelseyville Fire Protection District Board of Directors, State of California, has called a regular meeting of said Board of Directors.

This regular meeting is to discuss and consider the following items:

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL (X-PRESENT, A-ABSENT, E-EXCUSED)**

Director Brookes
 Director Lauenroth
 Chairperson Maddox
 Vice Chairperson Rohner
 Director Villalobos

- 4. SPECIAL AGENDA ITEMS: CITIZENS' INPUT** – A fundamental element of democracy is the right of citizens to address their elected representatives; therefore, any citizen may speak on items of interest to the public that is within the subject matter jurisdiction, provided that no action shall be taken on any item not on the agenda. Comments shall be limited to three (3) minutes per person.
- 5. CONSENT ITEMS:** Consent items are considered non-controversial and will be acted on once without discussion. Any member of the Board or the public may pull any consent item for discussion and separate action.
 - a. Approval of agenda
 - b. Approval of the minutes from May 20, 2026 – a regularly scheduled meeting
 - c. Warrant register and payment of bills for June 2026.

6. CORRESPONDENCE AND COMMUNICATIONS

- a. Engagement Letter – Smith & Newell
- b. Communications Letter – Smith & Newell
- c. Engagement Letter Compilation of Annual Report – Smith & Newell

7. DIRECTOR'S REPORT

8. PROFESSIONAL FIREFIGHTER'S REPORT

9. FIRE PREVENTION OFFICER'S REPORT

10. FIRE CHIEF'S REPORT

11. REGULAR AGENDA ITEMS

- a. Discuss and approve Resolution 2026-11A, an amendment correcting a .02 cent error on last month's resolution implementing the fire mitigation fees with the automatic inflation pursuant to the Lake County Fire Mitigation Fee ordinance.
- b. Discuss and approve Resolution 2026-12, A resolution to establish the 2026/27 appropriations limit.
- c. Discuss and approve Resolution 2026-13, A resolution to transfer and appropriate impact mitigation funds for the water tender annual payment.
- d. Discuss and approve Resolution 2026-14, A resolution to consent to and order the consolidation of elections to be held on the same day as the General Election on November 3, 2026
- e. Discuss and approve Resolution 2026-15, A resolution to cancel IGT reserves and appropriate to the ambulance expense account to cover fiscal year-end purchases.
- f. Discuss and approve agreement 1CA07740 with the California Department of Forestry and Fire Protection (Cal-Fire) for dispatch services for the period of July 1, 2026 – June 30, 2029, and authorize Chief Huggins to sign.

12. ADJOURN

POSTED BY:

Kristina Navarro
Kristina Navarro, Clerk to the Board

Date

06/12/26



Kelseyville Fire Protection District

BOARD OF DIRECTORS
Regular Meeting Minutes
May 20, 2026, at 9:00 a.m.
4020 Main Street
Kelseyville, CA 95451

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 – Citizens’ Input** – The Board allowed public comment without any response.

5. **Consent items:**

- a. Director Lauenroth motioned to approve the agenda. Director Brookes seconded the motion. Motion Passed
Ayes: 5
Noes: 0
Absent: 0
Abstain: 0
- b. Director Brookes motioned to approve the minutes from April 15, 2026. Chairperson Maddox seconded the motion. Motion Passed
Ayes: 5
Noes: 0
Absent: 0
Abstain: 0
- c. Director Brookes motioned to approve the warrant register and pay the bills for May 2026. Chairperson Maddox seconded the motion. Motion Passed.
Ayes: 5
Noes: 0
Absent: 0
Abstain: 0

6. Correspondence and Communications

- a. Thank you from the Shade Canyon School students for their field trip to the fire station.

7. Director's Report

- a. Director Lauenroth asked about the process for weed complaints. Bleuss gave an overview of how they are handled.

8. Professional Firefighters Report

- a. None

9. Fire Prevention Officer Report

- a. Several school trips and events are being done this month and next month
- b. Konocti Harbor business inspection completed

10. Fire Chief Report

- a. Josh Myers – FF/Paramedic in backgrounds
- b. Maddox Albaum – FF/EMT was interviewed this month and will be starting as a seasonal on June 16th.
- c. Gas Hill Burn update – prep is being done and the burn plan is in process. Looking at the first week of June, depending on the weather.
- d. AFG opened, and KFPD is applying for a Type 6 engine and Structure PPE
- e. HSI revenue report and call statistic review

11. Regular Agenda Items

- a. Discussed and approved KFPD entering into an agreement with Ridgeline Municipal Strategies, LLC for consulting services and authorizing Chief Huggins to sign. Chairperson Maddox made a motion to approve, and Director Brookes seconded the motion. Motion approved.
- b. Discussed and approved Resolution 2026-11A – An amendment correcting a .02 cent error on last month's resolution implementing the fire mitigation fees with the automatic inflation pursuant to the Lake County Fire Mitigation Fee ordinance. Chairperson Maddox made the motion to approve, and Director Villalobos seconded the motion. Motion approved.
- c. Discuss and approve FY 2026/27 Recommended Budget for Fund 353. Chairperson Maddox made the motion to approve, and Director Villalobos seconded the motion. Motion approved.
- d. Discuss and approve FY 2026/27 Recommended Budget for Fund 362. Chairperson Maddox made the motion to approve, and Vice Chairperson Rohner seconded the motion. Motion approved.
- e. Discussion regarding a date for Fiscal Year End Checks – Board agreed to a potential date of June 24th.

12. ADJOURN: 9:50 A.M.

Attest:

Kristina Navarro, Clerk of the Board

Beau Maddox Chairperson of the Board

ENGAGEMENT LETTER

June 9, 2026

To the Board of Directors
Kelseyville Fire Protection District

We are pleased to confirm our understanding of the services we are to provide Kelseyville Fire Protection District (District), for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2026.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) District's pension plan information
- 2) Budgetary comparison information.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Improper revenue recognition
- Management override of controls
- Unauthorized payments and inadequate support for disbursements

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

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

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

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

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to management and the governing board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Smith & Newell CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to The California State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Smith & Newell CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Carrie Schroeder is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for services will be as stated in our contract. The contracted fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

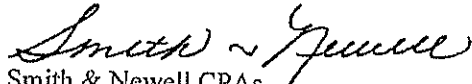
We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to management and those charged with governance of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal

control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.


We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,


Smith & Newell CPAs

RESPONSE:

This letter correctly sets forth the understanding of Kelseyville Fire Protection District.

Management signature: 
Signed by: Kristina Navarro
01EC96413CC648B...

Title: Financial Analyst

Date: 6/11/2026

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE DURING PLANNING

June 9, 2026

To the Board of Directors
Kelseyville Fire Protection District

We are engaged to audit the modified cash basis financial statements of the governmental activities and each major fund of Kelseyville Fire Protection District (District), for the year ended June 30, 2026. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, which is a basis of accounting other than U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the system of internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we will consider the system of internal control of the District. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters

We have been engaged to report on the District's pension plan and budgetary comparison schedules, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on introductory section, which accompanies the financial statements but is not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

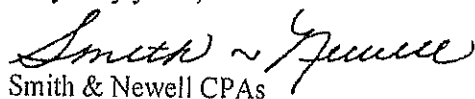
We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

- Improper revenue recognition
- Management override of controls
- Unauthorized payments and inadequate support for disbursements

Carrie Schroeder is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,


Smith & Newell CPAs

**ENGAGEMENT LETTER COMPILATION OF
ANNUAL REPORT OF FINANCIAL TRANSACTIONS**

June 9, 2026

To Board of Directors
Kelseyville Fire Protection District

We are pleased to confirm our acceptance and understanding of the services we are to provide for Kelseyville Fire Protection District (District), for the year ended June 30, 2026.

You have requested that we prepare and compile the Annual Report of Financial Transactions of the District as of June 30, 2026.

Our Responsibilities

The objective of our engagement is to:

1. Prepare the Annual Report of Financial Transactions in accordance with the prescribed form of the California State Controller's Office based on information provided by you and
2. Apply accounting and financial reporting expertise to assist you in the presentation of the Annual Report of Financial Transactions without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Annual Report of Financial Transactions in order for it to be in accordance with the prescribed form of the California State Controller's Office.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial information and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Annual Report of Financial Transactions.

Our engagement cannot be relied upon to identify or disclose any misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the District or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the Annual Report of Financial Transactions in accordance with the prescribed form of the California State Controller's Office and assist you in the presentation of the Annual Report of Financial Transactions in accordance with the prescribed form of the California State Controller's Office. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the prescribed form of the California State Controller's Office as the financial reporting framework to be applied in the preparation of the financial information.
2. The preparation and fair presentation of the Annual Report of Financial Transactions in accordance with the prescribed form of the California State Controller's Office.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Annual Report of Financial Transactions that is free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:
 - Access to all information of which you are aware is relevant to the preparation and fair presentation of the Annual Report of Financial Transactions, such as records, documentation, and other matters.
 - Additional information that we may request from you for the purpose of the compilation engagement.
 - Unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the Annual Report of Financial Transactions and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of the Annual Report of Financial Transactions, we will not issue a report on such financial information as a result of this engagement.

You agree to include our accountant's compilation report in any document containing the Annual Report of Financial Transactions that indicates that we have performed a compilation on such Annual Report of Financial Transactions and, prior to the inclusion of the report, to obtain our permission to do so.

Other Relevant Information

Carrie Schroeder is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it

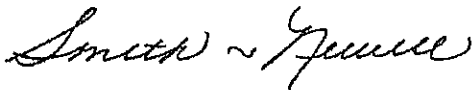
The documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California State Controller's Office.

Our fee for these services will be as stated in our contract. The contracted fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or cost, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,



Smith & Newell CPAs

RESPONSE:

This letter correctly sets forth the understanding of Kelseyville Fire Protection District.

Management signature: 

Title: Financial Analyst

Date: 6/11/2026

Net cash collections in May were \$80,394. Total net payments received this month pertaining to the PP GEMT Medi-Cal program were \$21,402.

We recorded 82 completed transports in May, which is 11 transports more than the prior month, but is 8 transports less than the same month from the prior year. The projected net revenue generated this month is \$65,345, which is \$15,041 less than the prior month, and is \$18,491 less than the same month from the prior year. The projected net revenue per transport in May was \$797/trip, compared to the prior month PNRPT of \$1,132/trip.

The payer mix in May was less favorable than the prior month, as the proportion of trips billable to Commercial Insurance decreased 6 percentage points, while Medicare increased 19 percentage points, Medicaid decreased 5 percentage points, Other Government decreased 5 percentage points, and Self Pay decreased 3 percentage points.

The proportion of May transports completed at an ALS level of service was 82%, which is 2 percentage points less than the prior month. Scene calls represented 100% of the total transports in May. The average loaded mileage per trip in May was 1.4 mi/trip greater than the prior month, and was 1.4 mi/trip greater than the trailing twelve-month average.

Please feel free to contact me directly if you have any questions about the information contained in these reports.

Thank you,

Marc Mariani

Client Success Executive

707.583.4019

www.emsmc.com

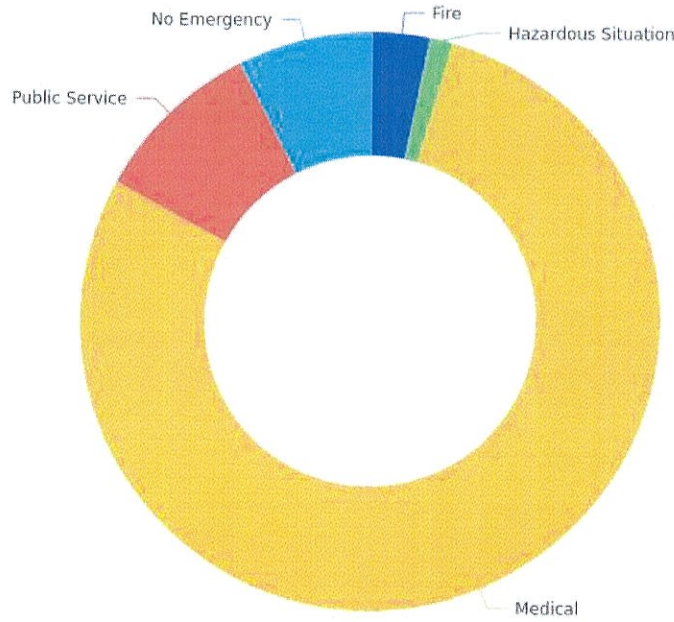


FDR-IR: Incident Count by Dispatch Type

DISPATCH TYPE	COUNT	PERCENT OF TOTAL
Debris	1	0.63%
Electrical	1	0.63%
MED	120	75.00%
Person	11	6.88%
Rescue	1	0.63%
Residential	3	1.88%
Residential Alarm	1	0.63%
Smoke Check	1	0.63%
Traffic Collision	9	5.63%
Tree Down	1	0.63%
Violence Involved	1	0.63%
Wildland	2	1.25%
(NULL)	8	5.00%
Total	160	100.00%



FDR-IR: Incident Count by Primary Incident Type



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Fire	5	3.16%
Fire - Outside Fire - Vegetation / Grass Fire	1	0.63%
Fire - Outside Fire - Wildfire - Wildland	1	0.63%
Fire - Structure Fire - Structural Involvement	1	0.63%
Fire - Structure Fire - Room and Contents Fire	1	0.63%
Fire - Transportation Fire - Vehicle Fire - RV	1	0.63%
Hazardous Situation	2	1.27%

FDR-IR: Incident Count by Primary Incident Type

Kelseyville Fire Protection District
 Address: 4020 Main St, Kelseyville, CA, 95451



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Hazardous Situation - Hazard Non-Chemical - Electrical Power Line Down / Arching / Malfunction	2	1.27%
Medical	124	78.48%
Medical - Illness	11	6.96%
Medical - Illness - Abdominal Pain / Problems	6	3.80%
Medical - Illness - Allergic Reaction / Stings	2	1.27%
Medical - Illness - Back Pain (Non-Trauma)	4	2.53%
Medical - Illness - Breathing Problems	6	3.80%
Medical - Illness - Cardiac Arrest	4	2.53%
Medical - Illness - Chest Pain (Non-Trauma)	10	6.33%
Medical - Illness - Convulsions / Seizures	4	2.53%
Medical - Illness - Diabetic Problems	2	1.27%
Medical - Illness - Overdose / Poisoning	1	0.63%
Medical - Illness - Psychological Behavior Issues	5	3.16%
Medical - Illness - Sick Case	22	13.92%
Medical - Illness - Unconscious Victim	1	0.63%
Medical - Illness - Well Person Check	2	1.27%
Medical - Illness - Altered Mental Status	1	0.63%

FDR-IR: Incident Count by Primary Incident Type

Kelseyville Fire Protection District
 Address: 4020 Main St, Kelseyville, CA, 95451



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Medical - Illness - Nausea / Vomiting	4	2.53%
Medical - Illness - Unknown Problem	1	0.63%
Medical - Illness - No Appropriate Choice	12	7.59%
Medical - Injury	2	1.27%
Medical - Injury / Trauma - Assault	2	1.27%
Medical - Injury / Trauma - Choking	1	0.63%
Medical - Injury / Trauma - Fall	10	6.33%
Medical - Injury / Trauma - Motor Vehicle Collision	8	5.06%
Medical - Injury / Trauma - Hemorrhage / Laceration	2	1.27%
Medical - Other - Medical Alarm	1	0.63%
Public Service	15	9.49%
Public Service - Citizen Assist - Person In Distress	1	0.63%
Public Service - Citizen Assist - Citizen Assist / Service Call	3	1.90%
Public Service - Citizen Assist - Lift Assist	11	6.96%
No Emergency	12	7.59%
No Emergency - False Alarm - Accidental Alarm	1	0.63%
No Emergency - False Alarm - Other False Call	8	5.06%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	1	0.63%

FDR-IR: Incident Count by Primary Incident Type

Kelseyville Fire Protection District
Address: 4020 Main St, Kelseyville, CA, 95451



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
No Emergency - Cancelled	2	1.27%
Total	158	100.00%

Kelseyville Fire Protection District

RESOLUTION NO. 2026-11A

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KELSEYVILLE FIRE PROTECTION DISTRICT MAKING FINDINGS AND REQUESTING THE COUNTY OF LAKE TO IMPLEMENT FIRE MITIGATION FEES WITH THE AUTOMATIC INFLATION PURSUANT TO THE LAKE COUNTY FIRE MITIGATION FEE ORDINANCE

WHEREAS, the Kelseyville Fire Protection District (District) is anticipating that new development will occur within the DISTRICT which will cause the need for the expansion of existing fire protection facilities and additional equipment; and

WHEREAS, the DISTRICT does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, fire suppression assessments or any other appropriate sources necessitated by new development; and

WHEREAS, in order to protect the health and safety of the residents of the DISTRICT, it is necessary to request the County of Lake to implement the Fire Mitigation Fee Ordinance with the DISTRICT; and

WHEREAS, the District adopted a nexus study in accordance with the California Mitigation Fee Act determining a need to increase the fire mitigation fee amount at a regularly scheduled Board meeting on January 17, 2024.

WHEREAS, the County of Lake adopted Ordinance No. 3139 adopting Fire Mitigation Fees and authorizes the Fire Mitigation Impact Fees to be automatically adjusted for inflation each year on July 1 by an amount equal to the percentage change of the Engineering News-Record Building Cost Index (20-Cities Average) for the 12-month period.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the DISTRICT does hereby make the following findings:

- (1) The DISTRICT does not have existing fire protection facilities and equipment which could be used to provide an adequate level of services to new development within the DISTRICT'S boundaries;
- (2) The DISTRICT does not have sufficient funds available to construct additional facilities and purchase additional equipment from fund balances, capital facility funds, property tax sources, fire suppression assessments or any other appropriate sources;

- (3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to public health and safety if fire mitigation fees were not levied within the DISTRICT.

BE IT FURTHER RESOLVED THAT:

- (1) The DISTRICT requests that the County of Lake make the Fire Mitigation Fee automatic annual inflation adjustment as follows to be effective July 1, 2026, and to collect the fee for all buildings and covered areas required to have a permit upon application for building permits or other permits for development:

<i>Description</i>	<i>All New Development</i>
FY 25/26 Base Fee per sq. ft.	\$1.49
Auto Annual Inflation 4.3376%	\$.06
FY 26/27 Base Fee per sq. ft.	\$1.55
Administrative Surcharge 2%	\$.03
Total Fee Amount FY 26/27	\$1.58

- (2) Mitigation fees paid pursuant to the Fire Mitigation Fee Ordinance shall only be used to expand the availability of capital facilities and equipment to serve new development.
- (3) The DISTRICT shall place all funds received by the County under this Article, and all interest subsequently accrued by the DISTRICT on these funds, in a separate budget accounting category to be known as the "Lake County Fire Mitigation Fee".
- (4) The DISTRICT shall expend funds from said "Lake County Fire Mitigation Fee" budget accounting category only for those purposed of providing capital facilities and equipment to serve new development.
- (5) The DISTRICT shall submit a Fire Mitigation Fee Annual Report no later than October 31 of each year to the County Clerk. Said report shall include, but not be limited to, the balance in the account at the end of the previous fiscal year, the fee revenue received, the amount and type of expenditures made and the ending balance in the fund. In addition, the report shall specify the actions the DISTRICT plans to take to alleviate the facility and equipment needs caused by new development in a capital fire facilities and equipment plan adopted at a noticed public hearing. The DISTRICT shall make available, upon request by the County Administrator, a copy of its annual audit report.

- (6) The DISTRICT shall make its records available to the public on request, which justify the basis for the fee amount.
- (7) The DISTRICT shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The DISTRICT shall refund to the then current record owner or owners of the development project or projects on prorated basis, the unexpended or uncommitted portion of the fee and any interest accrued thereon, for which need cannot be demonstrated.

A certified copy of this Resolution shall be delivered to the Clerk to the Lake County Board of Supervisors.

THIS RESOLUTION was adopted by the Board of Directors of the Kelseyville Fire Protection District, at a regularly scheduled meeting, held Wednesday, June 17, 2026, by the following vote:

Maddox	_____
Brookes	_____
Villalobos	_____
Lauenroth	_____
Rohner	_____

Beau Maddox-Chairperson of the Board	Date
--------------------------------------	------

Attest: _____	Date
Kristina Navarro Financial Analyst/Clerk to the Board	

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2026-12**

A RESOLUTION TO ESTABLISH 2026/27 APPROPRIATIONS LIMIT

WHEREAS, Article XIII B of the California State Constitution restricts government spending of Proceeds of Tax Revenue by establishing limits on the annual appropriations of local agencies; and

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

WHEREAS, the population and cost of living permit a 4.95% increase for the Kelseyville Fire Protection District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kelseyville Fire Protection District that, pursuant to Article XIII B of the State Constitution, the 2026/27 appropriations limit for the Kelseyville Fire Protection District is \$3,372,214.

This resolution was passed and adopted by the Board of Directors of the Kelseyville Fire Protection District at a regularly scheduled meeting held on June 17, 2026. by the following vote:

Maddox	_____
Brookes	_____
Villalobos	_____
Lauenroth	_____
Rohner	_____

Beau Maddox-Chairperson of the Board

Date

Attest: _____
Kristina Navarro Financial Analyst/Clerk to the Board

Date

**Kelseyville Fire Protection District
Prop 4 Appropriations Limit
FY 2026-27**

4.95 Per capita cost of living change

-0.33 Population change

1.0495 Per capita cost of living as a ratio

0.9967 Population converted to a ratio

1.0460 Calculation Factor for FY 2026/27

3,223,801 Appropriations Limit 2025/26

148,413 Appropriations Limit increase/(decrease)

3,372,214 Appropriations Limit 2026/27

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2026-13**

**A RESOLUTION TO APPROPRIATE AND TRANSFER IMPACT MITIGATION FEES FOR
LEASE AGREEMENT PAYMENT OF THE WATER TENDER**

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

WHEREAS, the Kelseyville Fire Protection District has Fire Mitigation Impact Fees in the amount of \$389,035; and

WHEREAS, the Kelseyville Fire Protection District adopted the Kelseyville Fire Protection District's 10-year plan which identified the purchase of a new water tender as planned apparatus replacement; and

WHEREAS, the Kelseyville Fire Protection District secured a lease agreement to build and purchase a 2024 Freightliner Tactical Water Tender in FY 2024/25.

NOW THEREFORE, BE IT RESOLVED AND DIRECTED THAT: that the Board of Directors of the Kelseyville Fire Protection District hereby directs the County Auditor-Controller to transfer impact mitigation monies in the amount of \$55,477 and appropriate funds in the amount of \$4,977 for the Water Tender Lease agreement according to the following:

TRANSFER:

Transfer From 362-0000-502-81.23 \$55,477
Transfer To 353-9553-502-81.22 \$55,477

APPROPRIATE:

353-9553-502-81.22	Operating Transfers In	\$ 4,977
353-9553-795-42.10	Notes and Loans	\$ 4,977

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting held on June 17, 2026, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

Beau Maddox-Chairperson of the Board

Date

Attest: _____
Kristina Navarro Financial Analyst/Clerk to the Board

Date

1 RESOLUTION OF THE BOARD OF DIRECTORS OF THE
2 KELSEYVILLE FIRE PROTECTION DISTRICT
3 COUNTY OF LAKE, STATE OF CALIFORNIA

4 RESOLUTION NO. **2026-14**

5 WHEREAS, the Kelseyville Fire Protection District is governed by five (5)
6 Directors elected by the registered voters of the District; and

7
8 WHEREAS, three (3) full four-year terms of office of the Director will expire in
9 December 2026; and

10 WHEREAS, pursuant to Section 10400 et seq. of the Elections Code, State of
11 California, the Kelseyville Fire Protection District election may be consolidated with
12 elections called to be held on the same day as the General Election by other political
13 subdivisions, in the same territory, or in territory that is in part the same.

14 NOW, THEREFORE, BE IT RESOLVED THAT:

15 1. The Board of Supervisors and the Registrar of Voters' office are
16 requested to consent to and order the consolidation of said election with such other
17 elections as may be held on Tuesday, November 3, 2026, anywhere within the
18 territory of the district.

19 2. All voting places, precincts, and election officials within the boundaries of
20 the Kelseyville Fire Protection District shall be the same as those utilized for the
21 November 3, 2026, General Election.

22 This Resolution was adopted by the Board of Directors of the Kelseyville Fire
23 Protection District at a meeting thereof held on the 17th day of June 2026, by the
24 following vote:

25 AYES:

26 NOES:

27 ABSENT:

28 _____
CHAIR, Board of Directors

29 ATTEST:

30 _____
31 Financial Analyst/Clerk to the Board of Directors
32

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2026-15**

**A RESOLUTION TO CANCEL RESERVES TO COVER FISCAL YEAR-END
MEDICAL SUPPLY PURCHASES**

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

WHEREAS, the Kelseyville Fire Protection District has reserves designated for "Medical Services and Equipment" in the amount of \$2,092,334; and

WHEREAS, the Kelseyville Fire Protection District recognizes the need to appropriate funds from Medical Services & Equipment (IGT) reserve accounts to cover year-end medical supply purchases;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Kelseyville Fire Protection District directs the County Auditor-Controller to cancel reserves in the sum of \$6,422 and appropriate funds to cover year-end medical supply purchases according to the following:

*From: 353-0000-392.25-00 \$6,422
To: 353-9553-795.28-48 \$6,422*

THIS RESOLUTION was introduced and adopted by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting held on June 17th, 2026, by the following vote:

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

Beau Maddox – Chairperson

Attest:

Kristina Navarro, Financial Analyst/Clerk to the Board