



Kelseyville Fire Protection District

NOTICE OF A BOARD OF DIRECTORS

Regular Meeting

October 15, 2025, 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: CITIZEN'S 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 September 17, 2025 – a regularly scheduled meeting
 - c. Warrant register and payment of bills for October 2025.
6. **CORRESPONDENCE AND COMMUNICATIONS**
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. Riviera Heights HOA/Konocti Fire Safe Council – John and Kathy – Discussion of recent Firewise Accomplishments.
- b. First reading of Ordinance No. 2025-01 for the adoption of the 2025 California Fire Code and California Code of Regulations, Title 24, Part 7, California Wildland-Urban Interface Code, 2025 edition, as adopted by the State Fire Marshal, as published by the International Code Council, and amend the Schedule of Fees.
 1. Discuss and approve the waiving of the reading of the entire ordinance
 2. Allow Public Comment
- c. Discuss and Approve Resolution 2026-05, a resolution canceling reserves to participate in the State Intergovernmental Transfer Program (IGT) for the year 2024.
- d. Discuss and Approve Resolution 2026-05, a resolution to cancel reserves to fund the installation of an additional gate at Station 55.

12. ADJOURN

POSTED BY: *Kristina Navarro* October 10, 2025
Kristina Navarro, Clerk to the Board Date

Agency website: www.kelseyvillefire.com



Kelseyville Fire Protection District

BOARD OF DIRECTORS
Regular Meeting Minutes
September 17, 2025, at 9:00 a.m.
4020 Main Street
Kelseyville, CA 95451

1. **Call to Order:** 9:03 a.m.

2. **Pledge of Allegiance**

3. **Roll Call (X-Present, A-Absent, E-Excused)**

A	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 with the amendment of moving Item 11a after the consent items. Vice Chairperson Rohner seconded the motion. Motion Passed
Ayes: 4
Noes: 0
Absent: 1
Abstain: 0
- b. Vice Chairperson Rohner motioned to approve the minutes from August 20, 2025. Director Villalobos seconded the motion. Motion Passed
Ayes: 4
Noes: 0
Absent: 1
Abstain: 0
- c. Chairperson Maddox motioned to approve the warrant register and pay the bills for September 2025. Director Villalobos seconded the motion. – Motion Passed.
Ayes: 3
Noes: 0
Absent: 1
Abstain: 1 – Rohner – Conflict of Interest

6. Correspondence and Communications

- a. Lake County Fire Chief's Association Grand Jury Response

7. Director's Report

- a. Director Lauenroth stated that the hydrant located at Brotherson and Live Oak Drive has been remedied.

8. Professional Firefighters Report

- a. Selling raffle tickets for the Pear Festival

9. Fire Prevention Officer Report

- a. Bleuss has been working with mobile home parks to complete their hydrant inspections.
- b. Bleuss will be assisting the KBA with the sidewalk clean-up project on September 21st.

10. Fire Chief Report

- a. Discussed adding a gate in the opening left between our property and Lady Luck Garage because people still enter through the gate on Lady Luck's side, as they frequently leave it open and unattended.
- b. The Captain meeting will be held immediately after the board meeting.
- c. Engineer interviews will be held after the Captain's meeting
- d. Annual Audit is scheduled for October 9th.
- e. KBA will be installing exterior lights around the station as part of the Beautification Project on Main Street.
- f. October 25th KFPD will be hosting an open house and 100-year celebration. Invited the Board to attend.
- g. Chief Huggins will be out of state starting 9/19 and returning around the second week of October.
- h. Chief Huggins reviewed the call statistics and ambulance billing revenue.

11. Regular Agenda Items

- a. Discussed and approved the Side Letter of Agreement between the Kelseyville Fire Protection District and the Kelseyville Professional Firefighters Association regarding changes to Appendix B and Section 12.01 of the Memorandum of Understanding for the period of July 1, 2025-June 30, 2028. Vice Chairperson Rohner made a motion to approve, which was seconded by Director Lauenroth. The motion passed.

Ayes: 4

Noes: 0

Absent:1

Abstain:0

Adjourned at 9:31 a.m.

Attest:

Kristina Navarro, Clerk of the Board

Beau Maddox, Chairperson of the Board

Date

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2026-05**

**A RESOLUTION TO CANCEL RESERVES FOR PARTICIPATION IN THE STATE
INTERGOVERNMENTAL TRANSFER PROGRAM**

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 meeting 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 \$1,788,553; and

WHEREAS, the Kelseyville Fire Protection District recognizes the need to appropriate funds from Medical Services & Equipment (IGT) reserve accounts to participate in the State Intergovernmental Transfer Program.

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 \$312,889 and appropriate funds for the State Intergovernmental Transfer Program according to the following:

From: 353-0000-392.25-00 \$312,889

To: 353-9553-795.28-48 \$312,889

THIS RESOLUTION was introduced and adopted by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting held on October 15, 2025 by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Beau Maddox – Chairperson

Attest:

Kristina Navarro, Financial Analyst/Clerk to the Board

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2026-06**

**A RESOLUTION TO CANCEL RESERVES TO INCREASE CAPITAL ASSET
BUILDING AND IMPROVEMENTS ACCOUNT**

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 "Buildings" in the amount of \$185,643; and

WHEREAS, the Kelseyville Fire Protection District recognizes the need to appropriate funds from the building reserve account to pay for an additional swing gate at Station 55; and

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 \$1,450 and appropriate funds for the payment according to the following:

From: 353-0000-392.06-00 \$1,450

To: 353-9553-795.61-60 \$1,450

THIS RESOLUTION was introduced and adopted by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting held on October 15, 2025, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Beau Maddox – Chairperson

Attest:

Kristina Navarro, Financial Analyst/Clerk to the Board