



Kelseyville Fire Protection District

NOTICE OF A BOARD OF DIRECTORS

Regular Meeting

August 21, 2024, 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 July 17, 2024 – a regularly scheduled meeting
 - c. Warrant register and payment of bills for August 2024.
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:

- Consideration of the introduction of Ordinance No. 2025-01 Establishing Informal Bidding Procedures in accordance with the Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.), hold the first reading by title only, waive further reading, and place on the next regular agenda for adoption.
- Review and Approve the FY 2023/24 Prop 4 Compliance report for submission to the Lake County Auditor Controller's office.
- Review and Adopt the FY 2024/25 Adopted Budget for General Fund -353 and Mitigation Fund 362

12. ADJOURN

POSTED BY: Kristina Navarro August 13, 2024
Kristina Navarro, Clerk to the Board Date

Please join KFPD's Board Meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/KFPDBoardMeeting>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 989-817-133

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/989817133>

Agency website: www.kelseyvillefire.com



Kelseyville Fire Protection District

Board of Directors Regular Meeting

BOARD OF DIRECTORS

Regular Meeting Minutes

July 17, 2024, 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)

A	Director Brookes
X	Director Lauenroth
X	Chairperson Maddox
E	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. Director Villalobos seconded the motion.
Motion Passed
Ayes: 3
Noes: 0
Absent: 2
Abstain: 0
- Director Lauenroth motioned to approve the June 19, 2024, minutes. Director Villalobos seconded the motion.
Motion passed.
Ayes: 3
Noes: 0
Absent: 2
Abstain: 0
- Chairperson Maddox motioned to approve the warrant register and pay the bills for July 2024. Director Villalobos seconded the motion. – Motion Passed.
Ayes: 3
Noes: 0
Absent: 2
Abstain: 0

6. CORRESPONDENCE AND COMMUNICATIONS

- CUPCCA FAQ document handed out to the board for review and discussion

7. DIRECTOR'S REPORT

- Director Lauenroth inquired about the new Assembly Bill regarding landscaping restrictions. A brief discussion took place.

8. PROFESSIONAL FIREFIGHTER'S REPORT

- Pear Festival raffle preparations.

9. FIRE PREVENTION OFFICER'S REPORT

- Paul Bleuss was absent. Chief Huggins gave a brief update on the weed abatement for the corner lot of Gaddy and 3rd Street.

10. FIRE CHIEF'S REPORT

- E5531 is on a Wet Hire with Cal Fire. The crew will rotate on and off the engine until it is released.
- R5511 was placed back on GovDeals. KFPD will let the auction run its course for the 3rd time. Monte Rio has an interest in purchasing the rescue.
- FF/EMT Murphy will be going back to paramedic school in August. Chief Huggins gave him the full support of the district.
- Rope rescue equipment needs to be replaced in fiscal year 24/25.
- Chief Huggins gave the revenue report from ambulance billing, reviewed call statistic reports and there is no change in the fire recovery revenue for July.

11. REGULAR AGENDA ITEMS:

- Discussed and approved Resolution 2025-01, a resolution to establish a maximum special tax for FY 2024/25.
Motion made by Director Villalobos. Motion seconded by Director Lauenroth. Motion Passed.
Ayes: 3
Noes: 0
Absent:2
Abstain:0

Adjourned at 9:35 a.m.

Attest:

Kristina Navarro, Clerk of the Board

Beau Maddox, Chairperson of the Board

Date

Kelseyville FPD

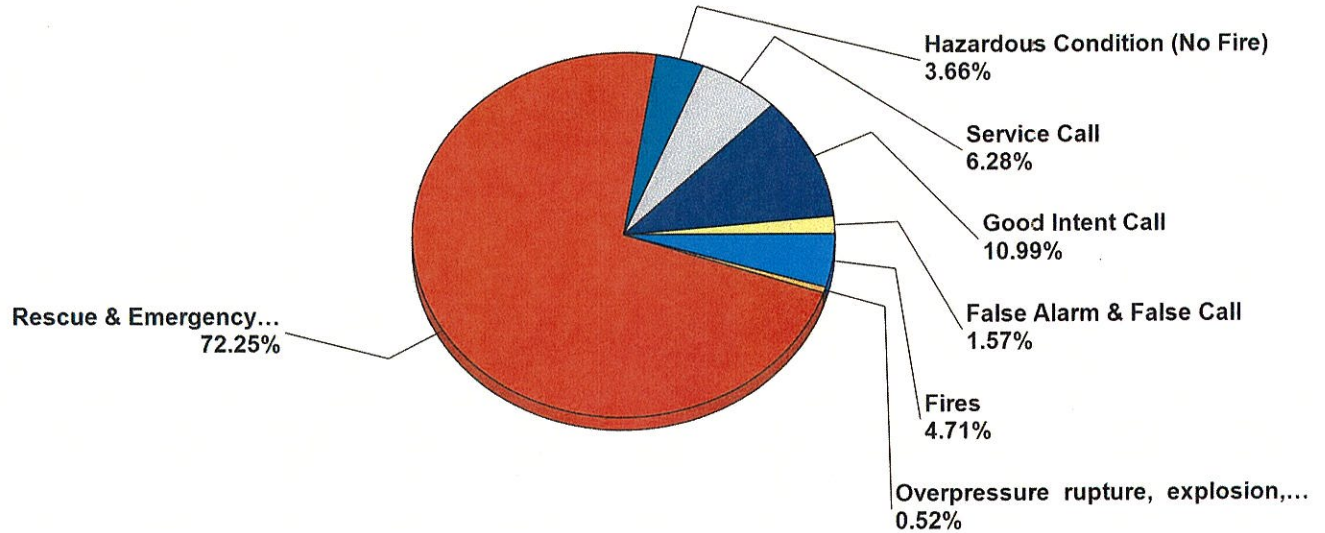
Kelseyville, CA

This report was generated on 8/13/2024 11:38:46 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2024 | End Date: 07/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	4.71%
Overpressure rupture, explosion, overheating - no fire	1	0.52%
Rescue & Emergency Medical Service	138	72.25%
Hazardous Condition (No Fire)	7	3.66%
Service Call	12	6.28%
Good Intent Call	21	10.99%
False Alarm & False Call	3	1.57%
TOTAL	191	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.52%
111 - Building fire	2	1.05%
113 - Cooking fire, confined to container	1	0.52%
131 - Passenger vehicle fire	1	0.52%
140 - Natural vegetation fire, other	1	0.52%
142 - Brush or brush-and-grass mixture fire	1	0.52%
143 - Grass fire	2	1.05%
243 - Fireworks explosion (no fire)	1	0.52%
300 - Rescue, EMS incident, other	10	5.24%
311 - Medical assist, assist EMS crew	1	0.52%
320 - Emergency medical service, other	15	7.85%
321 - EMS call, excluding vehicle accident with injury	104	54.45%
322 - Motor vehicle accident with injuries	2	1.05%
324 - Motor vehicle accident with no injuries.	6	3.14%
400 - Hazardous condition, other	3	1.57%
412 - Gas leak (natural gas or LPG)	1	0.52%
440 - Electrical wiring/equipment problem, other	2	1.05%
444 - Power line down	1	0.52%
500 - Service Call, other	2	1.05%
510 - Person in distress, other	1	0.52%
531 - Smoke or odor removal	1	0.52%
553 - Public service	6	3.14%
554 - Assist invalid	2	1.05%
611 - Dispatched & cancelled en route	18	9.42%
622 - No incident found on arrival at dispatch address	1	0.52%
651 - Smoke scare, odor of smoke	2	1.05%
700 - False alarm or false call, other	2	1.05%
743 - Smoke detector activation, no fire - unintentional	1	0.52%
TOTAL INCIDENTS:	191	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 2 of 2

Kelseyville FPD

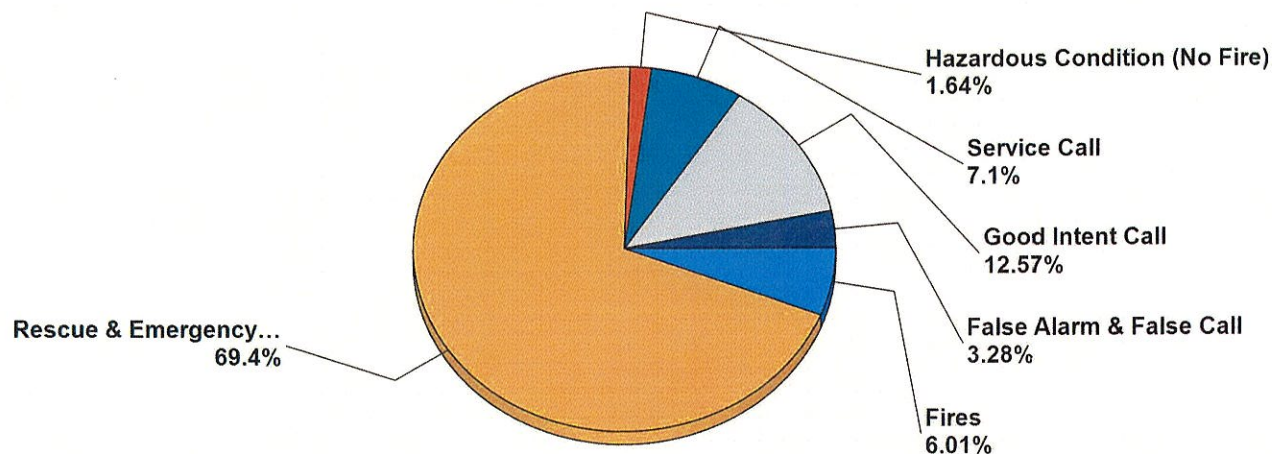
Kelseyville, CA

This report was generated on 8/13/2024 11:40:11 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2023 | End Date: 07/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	6.01%
Rescue & Emergency Medical Service	127	69.4%
Hazardous Condition (No Fire)	3	1.64%
Service Call	13	7.1%
Good Intent Call	23	12.57%
False Alarm & False Call	6	3.28%
TOTAL	183	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.64%
118 - Trash or rubbish fire, contained	1	0.55%
140 - Natural vegetation fire, other	3	1.64%
142 - Brush or brush-and-grass mixture fire	1	0.55%
143 - Grass fire	2	1.09%
154 - Dumpster or other outside trash receptacle fire	1	0.55%
300 - Rescue, EMS incident, other	2	1.09%
320 - Emergency medical service, other	46	25.14%
321 - EMS call, excluding vehicle accident with injury	68	37.16%
322 - Motor vehicle accident with injuries	7	3.83%
324 - Motor vehicle accident with no injuries.	4	2.19%
400 - Hazardous condition, other	2	1.09%
444 - Power line down	1	0.55%
510 - Person in distress, other	5	2.73%
511 - Lock-out	1	0.55%
550 - Public service assistance, other	2	1.09%
553 - Public service	5	2.73%
611 - Dispatched & cancelled en route	21	11.48%
651 - Smoke scare, odor of smoke	2	1.09%
700 - False alarm or false call, other	3	1.64%
735 - Alarm system sounded due to malfunction	1	0.55%
736 - CO detector activation due to malfunction	1	0.55%
746 - Carbon monoxide detector activation, no CO	1	0.55%
TOTAL INCIDENTS:	183	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 2 of 2

Kelseyville FPD

Kelseyville, CA

This report was generated on 8/13/2024 11:40:38 AM



Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 07/01/2024 | EndDate: 07/31/2024

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
07/03/2024	2024-012287	3585 MERRITT RD	311 - Medical assist, assist EMS crew	55 - Town
07/03/2024	2024-012297	14325 OLYMPIC DR	611 - Dispatched & cancelled en route	55 - Town
07/04/2024	2024-012422	3805 DEXTER LN	611 - Dispatched & cancelled en route	55 - Town
07/08/2024	2024-012762	1010 N MAIN ST	611 - Dispatched & cancelled en route	55 - Town
07/14/2024	2024-013285	591 MARTIN ST	611 - Dispatched & cancelled en route	55 - Town
07/20/2024	2024-013709	9010 S 29 HWY	324 - Motor vehicle accident with no injuries.	56 - Riviera
07/24/2024	2024-014036	1447 MISSION WAY	111 - Building fire	55 - Town
07/27/2024	2024-014237	3920 OAK DR	611 - Dispatched & cancelled en route	55 - Town

Percentage of Total Incidents: 4.19%

AID TYPE: Automatic aid received				
07/01/2024	2024-012098	9010 S 29 HWY	611 - Dispatched & cancelled en route	56 - Riviera
07/05/2024	2024-012457	8900 SODA BAY RD	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/05/2024	2024-012462	5701 LIVE OAK DR	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/06/2024	2024-012544	1652 BIG VALLEY RD	322 - Motor vehicle accident with injuries	55 - Town
07/06/2024	2024-012569	8920 SODA BAY RD	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/06/2024	2024-012608	4125 AZTEC DR	300 - Rescue, EMS incident, other	56 - Riviera
07/06/2024	2024-012638	7485 ADOBE CREEK RD	143 - Grass fire	55 - Town
07/11/2024	2024-013075	6100 GADDY LN	651 - Smoke scare, odor of smoke	55 - Town
07/20/2024	2024-013713	4795 GADDY LN	140 - Natural vegetation fire, other	55 - Town
07/21/2024	2024-013795	1555 EASTLAKE DR	321 - EMS call, excluding vehicle accident with injury	55 - Town

Percentage of Total Incidents: 5.24%

AID TYPE: Mutual aid given				
07/02/2024	2024-012162	1175 BRYCE CT	553 - Public service	55 - Town
07/03/2024	2024-012283	1349 BROTEN CT	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/03/2024	2024-012294	16285 MAIN ST	142 - Brush or brush-and-grass mixture fire	55 - Town
07/03/2024	2024-012322	3640 OSPREY CT	143 - Grass fire	55 - Town
07/04/2024	2024-012337	3640 OSPREY CT	131 - Passenger vehicle fire	55 - Town
07/04/2024	2024-012351	2604 HOWARD AVE	611 - Dispatched & cancelled en route	55 - Town
07/04/2024	2024-012374	3019 LAKESHORE BLVD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/04/2024	2024-012433	949 11TH ST	611 - Dispatched & cancelled en route	56 - Riviera
07/06/2024	2024-012604	14802 LAKESHORE DR	611 - Dispatched & cancelled en route	55 - Town
07/06/2024	2024-012606	15994 41ST AVE	611 - Dispatched & cancelled en route	55 - Town

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 952

Page # 1 of 2

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
07/06/2024	2024-012614	2811 REEVES LN	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/08/2024	2024-012767	1420 SODA BAY RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/10/2024	2024-012940	12877 ANDERSON RD	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/11/2024	2024-013084	15680 SCHWARTZ LN	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/12/2024	2024-013163	2755 MISSION RANCHERIA RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/17/2024	2024-013482	1075 MARTIN ST	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/19/2024	2024-013535	3839 LAKESHORE BLVD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/19/2024	2024-013653	5502 175 HWY	611 - Dispatched & cancelled en route	55 - Town
07/20/2024	2024-013691	7177 BROWN ST	611 - Dispatched & cancelled en route	55 - Town
07/21/2024	2024-013788	1186 PAGE DR	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/22/2024	2024-013866	4303 Wilder Avenue	611 - Dispatched & cancelled en route	55 - Town
07/23/2024	2024-013955	1050 S MAIN ST	611 - Dispatched & cancelled en route	55 - Town
07/23/2024	2024-013963	635 E 20 HWY	611 - Dispatched & cancelled en route	55 - Town
07/29/2024	2024-014395	1400 S Main	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/30/2024	2024-014492	1215 CA-20 ST	300 - Rescue, EMS incident, other	55 - Town

Percentage of Total Incidents: 13.09%

AID TYPE: Mutual aid received				
07/02/2024	2024-012178	10425 PEBBLE BEACH WAY	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/02/2024	2024-012180	9468 PAWNEE TRL	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/06/2024	2024-012630	Hwy 29 - Mile Marker 26.1	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/23/2024	2024-013951	S HWY 29	324 - Motor vehicle accident with no injuries.	55 - Town
07/30/2024	2024-014440	6030 KELSEY CREEK DR	320 - Emergency medical service, other	55 - Town

Percentage of Total Incidents: 2.62%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

Kelseyville FPD

Kelseyville, CA

This report was generated on 8/13/2024 11:41:01 AM



Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 07/01/2023 | EndDate: 07/31/2023

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
07/04/2023	2023-1138	11270 KONOCTI VISTA DR	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/05/2023	2023-1144	1071 11TH ST	118 - Trash or rubbish fire, contained	55 - Town
07/05/2023	2023-1150	11735 SOCRATES MINE RD	611 - Dispatched & cancelled en route	55 - Town
07/13/2023	2023-1196	3291 3291 SPRINGE Street ST	611 - Dispatched & cancelled en route	55 - Town
07/14/2023	2023-1210	Hwy 175	322 - Motor vehicle accident with injuries	55 - Town
07/20/2023	2023-1234	1545 E Hwy 20	611 - Dispatched & cancelled en route	55 - Town
07/31/2023	2023-1293	540 540 LAKEPORT BLVD BLVD	111 - Building fire	55 - Town

Percentage of Total Incidents:

3.83%

AID TYPE: Automatic aid received				
07/04/2023	2023-1136	9047 YAQUIMA DR	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/05/2023	2023-1147	9445 WILDCAT RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/15/2023	2023-1212	9171 YAQUIMA DR	142 - Brush or brush-and-grass mixture fire	56 - Riviera
07/16/2023	2023-1215	10415 Pebble Beach Way	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/25/2023	2023-1260	9883 KONOCTI BAY RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/25/2023	2023-1262	9168 HOOPA DR	321 - EMS call, excluding vehicle accident with injury	55 - Town

Percentage of Total Incidents:

3.28%

AID TYPE: Mutual aid given				
07/01/2023	2023-1112	Cow Mountain	322 - Motor vehicle accident with injuries	55 - Town
07/01/2023	2023-1115	HWY 175 Mile Marker 1.5	611 - Dispatched & cancelled en route	55 - Town
07/02/2023	2023-1119	2782 SCOTTS VALLEY RD	143 - Grass fire	55 - Town
07/02/2023	2023-1121	700 RODELLO RD	140 - Natural vegetation fire, other	55 - Town
07/02/2023	2023-1124	1400 S MAIN ST	611 - Dispatched & cancelled en route	55 - Town
07/04/2023	2023-1140	200 PARK ST	611 - Dispatched & cancelled en route	55 - Town
07/06/2023	2023-1163	7000 HIGHLAND SPRINGS RD	611 - Dispatched & cancelled en route	55 - Town
07/13/2023	2023-1199	2935 2935 LAKESHORE BLVD BLVD	611 - Dispatched & cancelled en route	55 - Town
07/13/2023	2023-1200	901 S 901 FORBES St ST	611 - Dispatched & cancelled en route	55 - Town
07/14/2023	2023-1207	1931 Riggs Rd	553 - Public service	55 - Town
07/14/2023	2023-1208	15830 Rainbow DR	111 - Building fire	55 - Town
07/16/2023	2023-1216	11270 KONOCTI VISTA DR	300 - Rescue, EMS incident, other	56 - Riviera
07/21/2023	2023-1237	963 11TH ST	320 - Emergency medical service, other	55 - Town

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 952

Page # 1 of 2

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
07/23/2023	2023-1251	1090 N MAIN ST	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/23/2023	2023-1252	200 N MAIN ST	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/31/2023	2023-1291	100 5TH ST	611 - Dispatched & cancelled en route	55 - Town

Percentage of Total Incidents: 8.74%

AID TYPE: Mutual aid received				
07/03/2023	2023-1133	4425 CRUICKSHANK RD	320 - Emergency medical service, other	55 - Town
07/05/2023	2023-1148	8845 RED HILLS RD	321 - EMS call, excluding vehicle accident with injury	56 - Riviera
07/05/2023	2023-1155	3785 FINLEY EAST RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/06/2023	2023-1161	3510 MEADOW WOOD DR	140 - Natural vegetation fire, other	56 - Riviera
07/11/2023	2023-1186	2875 BUCKINGHAM DR	320 - Emergency medical service, other	56 - Riviera
07/13/2023	2023-1201	1980 Soda Bay Rd	322 - Motor vehicle accident with injuries	55 - Town
07/13/2023	2023-1202	6330 SODA BAY RD	321 - EMS call, excluding vehicle accident with injury	55 - Town
07/23/2023	2023-1248	6090 GOLD DUST DR	321 - EMS call, excluding vehicle accident with injury	55 - Town

Percentage of Total Incidents: 4.37%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.



Kelseyville Fire Protection District

ORDINANCE ESTABLISHING INFORMAL BIDDING PROCEDURES IN ACCORDANCE WITH THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (PUBLIC CONTRACT CODE SECTION 22000 ET SEQ.)

ORDINANCE NO. 2025-01

WHEREAS, on August 21, 2024, the Board of Directors ("Board") of the Kelseyville Fire Protection District ("District") elected to become subject to the Uniform Public Construction Cost Accounting Act ("Act"); and

WHEREAS, the Act requires participating agencies to adopt an informal bidding ordinance consistent with the bidding requirements under the Act.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE KELSEYVILLE FIRE PROTECTION DISTRICT ORDAINS AS FOLLOWS:

1. **Section 1. Recitals.** The above recitals are true and correct and are hereby incorporated into this Ordinance.
2. **Section 2. Informal Bidding Procedures.** The procedures set forth in Exhibit A attached hereto and incorporated herein by this reference shall govern the District's selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032 of the Public Contract Code, as well as any maintenance work or other work for which the District may elect pursuant to Section 22003 of the Public Contract Code.
3. **Section 3. Severability.** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This Board of Directors hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the Ordinance be enforced.
4. **Section 4. Effective Date.** This Ordinance shall take effect thirty days after its adoption.

PASSED AND ADOPTED by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting this 21st day of August 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

BEAU MADDOX
BOARD CHAIRPERSON

ATTEST:

By: _____
KRISTINA NAVARRO
CLERK OF THE BOARD OF DIRECTORS

Exhibit “A”

to

Kelseyville Fire Protection District ORDINANCE ESTABLISHING INFORMAL BIDDING PROCEDURES IN ACCORDANCE WITH THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (PUBLIC CONTRACT CODE SECTION 22000 ET SEQ.) ORDINANCE NO. 2025-01

Section 1. Informal Bid Procedures

Public projects, as defined by the Uniform Public Construction Cost Accounting Act, and in accordance with the limits listed in Section 22032 of the Public Contract Code, may let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code. In addition, maintenance work and other work may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code when the District so elects.

Section 2. Notice Inviting Informal Bids

Where a project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed, faxed, or emailed to all construction trade journals as specified by the Commission in accordance with Section 22036 of the Public Contract Code.

Additional contractors and/or construction trade journals may be notified at the discretion of the District Fire Chief or his or her designee soliciting bids. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project and state the time and place for the submission of bids.

If all bids received are in excess of two hundred thousand dollars (\$200,000), as such limit may be amended from time to time, the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less, as such limit may be amended from time to time, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

Section 3. Delegation of Awarding Authority

Pursuant to subd. (c) of section 22034 of the Public Contract Code, the District Board of Directors hereby delegates authority to award contracts for public projects, maintenance work, and other work that do not exceed the limit set forth in subd. (b) of section 22032 of the Public Contract Code, currently \$200,000 as of August 21, 2024, as such limit may be amended from time to time, to the District Fire Chief or his or her designee.

**PROP 4 COMPLIANCE REPORT
FISCAL YEAR 2023/24
KELSEYVILLE FIRE PROTECTION DISTRICT**

CODE	ACCOUNT	PROCEEDS OF TAX	NON PROCEEDS	ALLOCATED	TOTALS
411	1010 Prop Tax -Curr Sec	1,878,222.58			1,878,222.58
411	1020 Prop Tax-Unsecured	42,901.50			42,901.50
411	1025 Prop Tax-Supp 813-Current	21,276.90			21,276.90
411	1035 Prop Tax-Supp 813-Prior	8,854.17			8,854.17
411	1040 Prop Tax-Prior Unsecured	2,321.41			2,321.41
422	2160 Permits-Other			14,053.00	14,053.00
431	3182 Fines/Fees			0.00	0.00
441	4201 Interest			60,886.71	60,886.71
453	5460 State Aid-HOPTR	13,713.16			13,713.16
453	5490 State Aid-Other		0.00		0.00
456	5630 Other Government Agencies		61,617.40		61,617.40
461	6610 Charges for Services		15,505.00		15,505.00
461	6641 Charges for Services-Fire Prot			12,029.52	12,029.52
465	6860 Inst. Care & Services			2,037,901.66	2,037,901.66
466	6920 Charges for Services-Other		43,624.46		43,624.46
466	6929 Other Current Services	185,296.50			185,296.50
491	7960 Sales-Fixed Assets		109,448.45		109,448.45
492	7990 Other-Misc		14,620.22		14,620.22
492	7991 Other-Cancelled Checks		0.00		0.00
492	7992 Other-Insurance Rebates		3,545.95		3,545.95
492	7993 Other-Insurance Proceeds		0.00		0.00
502	8122 Operating Transfers In		79,487.00		79,487.00
TOTAL REVENUE		2,152,586.22	327,848.48	2,124,870.89	4,605,305.59
PROP 4 LIMIT 2023/24					2,932,959.00
PROCEEDS OF TAX & ALLOCABLE					2,152,586.22
UNDER PROP 4 LIMIT 23/24					780,372.78

COUNTY OF LAKE

MEMORANDUM

TO: JENAVIVE HERRINGTON
AUDITOR-CONTROLLER

FROM: KELSEYVILLE FIRE PROTECTION DISTRICT - MITIGATION FUND

Subject: ADOPTED BUDGET FISCAL YEAR 2024-25

DATE: MAY 15, 2024

The Board of Directors of the Kelseyville Fire Protection District DID approve, during their public meeting on August 21, 2024, the following for ADOPTED BUDGET and for ADOPTED RESERVES/DESIGNATIONS for fiscal year 2024-25

Total Appropriation for Budget Expenditures:	(A)	\$0.00
--	-----	--------

Authorize Auditor-Controller to adjust Reserves/Designations as necessary: YES

Increase to Reserves/Designations:

Reserve:

General	\$0.00
---------	--------

Designation:

Equipment	\$0.00
-----------	--------

Building	\$0.00
----------	--------

Capacity Exp	\$0.00
--------------	--------

Other (Medical Ins)	\$0.00
---------------------	--------

Total Reserves/Designations (page 2):	\$0.00	(B)
---------------------------------------	--------	-----

Total ADOPTED requirements for FY 2024/25	\$0.00	(C)
---	--------	-----

(Authorized Signature)

Board Chair

(Title)

August 21, 2024

(Date)

ADOPTED BUDGET

Budget Summary Worksheet - ADOPTED 2024/25

Total Salaries & Employee Benefits	\$0.00	
Total Service & Supplies	\$0.00	
Total Other	\$0.00	
Total Fixed Assets	\$0.00	
Sub-Total	\$0.00	
Total Contingencies	\$0.00	
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	\$0.00	(A)

Increase or Decreases to Reserves/Designations - ADOPTED 2024/25

Description	Balance 6/30/2024	(B) Increase Amount	(B) Decrease Amount	Total Budget Yr Reserves/Designations
Reserve:				
General	\$0.00	\$0.00	\$0.00	\$0.00
Designation:				
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Building	\$0.00	\$0.00	\$0.00	\$0.00
Capacity Exp	\$0.00	\$0.00	\$0.00	\$0.00
Other (Medical Ins)	\$0.00	\$0.00	\$0.00	\$0.00

Must be completed by District for verification by Auditor

	(A)	+	(B)	=	(C)
Total	\$0.00		\$0.00		\$0.00

Total ADOPTED Appropriations \$0.00 (A) and total combined
 increase/decrease to reserves \$0.00 (B) constitutes the District's
 Total Adopted Budget financing requirement \$0.00 (C)
 for Fiscal Year 2024/25

ANTICIPATED REVENUE SUMMARY
MITIGATION FUND 362
FISCAL YEAR 2024/25

KELSEYVILLE FIRE PROTECTION DISTRICT

Adopted FY 24/25

FUND BALANCE AVAILABLE	\$0.00
1010 - PROPERTY TAX - CURR. SECURED	\$0.00
1020 - PROPERTY TAX - CURR. UNSECURED	\$0.00
1025 - PROPERTY TAX - SUPP. 813 - CURRENT	\$0.00
1030 - PROPERTY TAX - PRIOR SECURED	\$0.00
1035 - PROPERTY TAX - SUPP. 813 - PRIOR	\$0.00
1040 - PROPERTY TAX - PRIOR UNSECURED	\$0.00
1050 - PENALTIES & COSTS DELINQTXS	\$0.00
2160 - OTHER PERMITS	\$0.00
3182 - CRIMINAL FINES	\$0.00
4201 - INTEREST	\$0.00
5460 - HOPTR	\$0.00
5490 - STATE-OTHER	\$0.00
5630 - OTHER GOVERNMENTAL AGENCIES	\$0.00
6615 - FIRE MITIGATION FEES	\$0.00
6740 - CIVIL PROCESS SERVICES	\$0.00
6860 - INSTITUTIONAL CARE & SERVICES - (AMB. SER	\$0.00
6929 - OTHER CURRENT SERVICES - FIRE PROT.	\$0.00
7950 - REVENUE APPLICABLE PRIOR YEAR	\$0.00
7960 - SALE OF FIXED ASSETS	\$0.00
7970 - OTHER SALES - REPORTS	\$0.00
7990 - OTHER REVENUE - MISC.	\$0.00
8122 - OPERATING TRANSFERS /IN	\$0.00
8123 - OPERATING TRANSFERS/OUT	\$0.00
 TOTAL ANTICIPATED REVENUE	 \$0.00

COUNTY OF LAKE

MEMORANDUM

TO: Jenavive Herrington
Auditor-Controller

FROM: KELSEYVILLE FIRE PROTECTION DISTRICT

Fund No: 353

SUBJECT: ADOPTED BUDGET FISCAL YEAR 2024-2025

Budget Unit: 9553

DATE: 8/21/2024

The Board of Directors of the KELSEYVILLE FIRE PROTECTION District **DID** approve, during their public meeting on 8/21/2024, the following for ADOPTED BUDGET and for ADOPTED RESERVES/DESIGNATIONS for fiscal year 2024-2025.

Authorize Auditor-Controller to adjust Reserves/Designations as necessary: X or NO
YES

TOTAL FINANCING USES:

Total Appropriation for Budget Expenditures: (A) 4,265,251

(Detail by Category on Pg. 2)

Increase to Reserves/Designations: (B) 0

(Detail on Pg. 2)

Total Uses: 4,265,251

TOTAL FINANCING SOURCES:

Total Fund Balance Available as of: 6/30/2024 980,059

Total Anticipated Revenues: 3,285,192

(Detail on Pg. 10)

Decrease to Reserves/Designations: (B) 0

(Detail on Pg. 2)

Total Sources: 4,265,251

Variance: 0

Total ADOPTED requirements for Fiscal Year 24/25 (C) 4,265,251

Authorized Signature
(Chairperson of the Board **ONLY**)
21-Aug-24

Date

For additional Budget information please contact:

Danielle Dizon

Supervising Accountant-Auditor

OR

Anna Hollman

Accountant-Auditor

ADOPTED BUDGET

Budget Summary Worksheet - ADOPTED 2024-25

(Note: Category totals on this form **must** agree with category totals of budget submission.
Use amounts from Recommended +/- changes made on Adopted - District's responsibility).

Total Salaries & Employee Benefits (01-11 THRU 04-00)	3,154,210
Total Service & Supplies (10-00 THRU 38-00)	836,992
Total Other (42-10 THRU 48-00)	221,049
Total Fixed Assets (60-00 THRU 63-13)	53,000
Sub-Total	4,265,251
Total Contingencies	
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	4,265,251 (A)

Increases or Decreases to Reserves/Designations - ADOPTED 2024-25

Description	Balance as of 6/30/24	(B) Increase Amount	(B) Decrease Amount <i>(enter as neg)</i>	Total Budger Yr Reserves/Desgn.
Reserve:				
General	27,728			27,728
Designation:				
Equipment Repl	325,495			325,495
Building	205,643			205,643
Capacity Expansion	0			0
Medical Svcs/Supps	1,237,473			1,237,473
Other (Identify)	416,267			416,267

Must be completed by District for verification by Auditor

	(A)		(B)		(C)
Total	4265251	+	0	=	4,265,251
Total ADOPTED Appropriation \$			4265251	(A) and total combined increase/	
decrease to reserves \$	0		(B) constitutes the	District's Total ADOPTED	
Budget financing requirement of \$			4,265,251	(C) for Fiscal Year 2024-25.	

FISCAL YEAR 2024-25

Page 3

EXPENDITURE SUMMARY
INCREASES/DECREASES FROM RECOMMENDED TO ADOPTED
FISCAL YEAR 2024-25

District Name KFPD Budget Unit 9553

Account # (xxx.xx-xx)	Title	Recommended	Adopted	Inc/(Dec)
795.01-11		1,275,000	1,600,000	325,000
795.01-13		200,000	300,000	100,000
795.02-21		22,000	20,000	(2,000)
795.02-22		20,000	12,000	(8,000)
795.02-23		650,000	702,210	52,210
795.04-00		164,000	165,000	1,000
795.11-00		16,000	22,100	6,100
795.12-00		85,000	118,120	33,120
795.14-00		15,000	14,920	(80)
795.17-00		69,099	85,000	15,901
795.18-00		15,000	15,700	700
795.20-00		6,500	13,683	7,183
795.22-70		2,000	5,000	3,000
795.22-71		500	750	250
795.22-72		-	200	200
795.23-80		140,000	176,159	36,159
795.24-00		250	200	(50)
795.27-00		5,000	3,000	(2,000)
795.28-30		40,000	35,000	(5,000)
795.28-48		70,000	102,300	32,300
795.29-50		100,000	107,000	7,000
795.30-00		40,000	48,150	8,150
795.38-00		5,000	39,710	34,710
795.42-10		218,977	219,500	523
795.48-00		1,200	1,549	349
795.61-60		-	13,000	13,000
795.62-71		-	20,000	20,000
795.62-72		-	20,000	20,000
				-
				-
				-
				-
				-
				-
				-
TOTAL		<u>3,160,526</u>	<u>3,860,251</u>	<u>699,725</u>

BUDGET CONTROL ESTIMATED REVENUE / APPROPS 2024-25																
FUND	BUDGET UNIT	DISTRICT TITLE	FBA as of June 30, 2024	CANCEL RESERVES	RECOM. REVENUE 24/25	ADOPTED INCR/DECR REV	ADOPTED REVENUE	TOTAL FINANCING SOURCES	RECOM. APPROPS 24/25	ADOPTED INCR/DECR EXP	TOTAL ADOPTED BUDGET	RESERVE INCREASES	TOTAL USES	Variance (Deficit)	A-C Permission to adj Y/N?	Notes
353	9553	KFPD	980,059	0	3,205,190	80,002	3,285,192	4,285,251	3,565,526	699,725	4,285,251	0	4,285,251	0	Y	
			980,059	0	3,205,190	80,002	3,285,192	4,285,251	3,565,526	699,725	4,285,251	0	4,285,251			

Column A-Fund-"Do not enter"- this is a formulated field which will populate from Page 1, Column K (cell K6)

Column B-Fund-"Do not enter"- this is a formulated field which will populate from Page 1, Column K (cell K8)

Column C-District Title-Enter district title

Column D-Enter the Fund Balance from Balance Sheet provided with Budget Packet.

Column E -"Do not enter"- This is a formulated field which will populate any decreases entered on Page 2, Column I

Column F -Enter the total Revenue as Recommended by your board (found on the Budget Worksheets [GME01L] provided by Auditor-Controller)

Column G & H-"Do not enter"- reserved for Adopted Budget.

Column I-"Do not enter"- this is a formulated field.

Column J -Enter the total EXPENDITURE as Recommended by your board (found on the Budget Worksheets [GME01L] provided by Auditor-Controller)

Column K & L-"Do not enter"- reserved for Adopted Budget.

Column M -"Do not enter"- This is a formulated field which will populate any increases entered on Page 2, Column G

Column N-"Do not enter"- this is a formulated field.

Column O-"Do not enter"- this is a formulated field. **MUST EQUAL ZERO**

Column P-Enter "Y" or "N" to allow A-C permission to adjust

Column Q-Optional field if any notes for A-C are necessary