



# Kelseyville Fire Protection District

Board of Directors Regular Meeting Minutes  
November 16, 2022, at 9:00 a.m.  
4020 Main Street  
Kelseyville, CA 95451

**Directors present:** Chairperson Maddox, Vice Chairperson Rohner, and Director Brookes were present. Director Lauenroth and Director Villalobos were absent.

**Meeting called to order:** 9:01 a.m.

**Public Comment:**

- Due to the social distancing of COVID 19, the public was notified of two different ways to attend the KFPD meeting. An online option as well as a phone in option was provided. The Board allowed public comment and there was no response.

**Correspondence:**

- None

**Citizens Input:**

- None

**Consent Items:**

- Director Brookes made a motion to approve the agenda. Vice Chairperson Rohner seconded the motion-Motion Passed  
Ayes: 3  
Noes: 0  
Absent: 2  
Abstain: 0
- The minutes from the October 19, 2022, a regular scheduled meeting will carry to next month due to lack of quorum.  
Motion passed.  
Ayes:  
Noes:  
Absent:  
Abstain:
- Vice Chairperson Rohner made a motion to approve the warrant register and pay the bills for November 2022. Chairperson Maddox seconded the motion.  
Motion passed.  
Ayes: 3  
Noes: 0  
Absent: 2  
Abstain: 0

**Volunteer's and Professional Firefighter's Report**

- Captain Dowdy gave an update on the community events that the KPFA is participating in.

**Director's Report:**

- None

**Fire Prevention Officer's Report:**

- Engineer Bleuss gave a report on the Cannabis Task Force and working on updating to the 2022 Fire Code.

**Fire Chief's Report:**

- 10/27 Annual Audit complete
- No update yet on the water tender AFG grant
- New radios are in the programming and testing phase
- Ambulance 5511 was involved in a minor accident. Minimal damage
- Security cameras are being installed next month
- Cal Fire Grant purchases have started
- Lobby Window is complete
- FF/EMT Taylor is on maternity light duty and working remotely
- Intern Drew is a few calls away from completing his internship
- Fire Chiefs will be attending a CalChiefs meeting in Tahoe
- SLH contracted with LifeWest Ambulance for IFT services
- Revenue and call volume recap

**Regular Agenda Items:**

- Discussed and Approved KFPD to open a merchant account with WestAmerica Bank for credit card purchases of burn permits, prevention fees and ambulance payments. Motion made by Chairperson Maddox, Director Brookes seconded the motion. Motion passed.
- Discussed and Approved KFPD to enter into an agreement with Lexipol to update and review our Policies and Procedures Manual and authorize Chief Huggins to sign. Motion made by Vice Chairperson Rohner; Director Brookes seconded the motion. Motion passed.
- Analyst Kristina Navarro. Chairperson Maddox seconded the motion. Motion passed.

**Adjournment: 9:38 a.m.**

**Attest:**

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**Kristina Navarro, Clerk of the Board**

\_\_\_\_\_  
**Beau Maddox, Chairperson of the Board**

\_\_\_\_\_  
**Date**

**\*\*\*An audio recording of this meeting is available upon request\*\*\***

