



Kelseyville Fire Protection District
NOTICE OF A BOARD OF DIRECTORS
Regular Meeting
September 18, 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 August 22, 2024 – a regularly scheduled meeting (rescheduled due to lack of quorum)
 - c. Warrant register and payment of bills for September 2024.
- 6. CORRESPONDENCE AND COMMUNICATIONS**
- 7. DIRECTOR'S REPORT**
- 8. PROFESSIONAL FIREFIGHTER'S REPORT**
- 9. FIRE PREVENTION OFFICER'S REPORT**

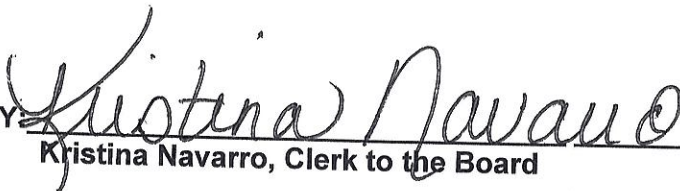
10. FIRE CHIEF'S REPORT

11. REGULAR AGENDA ITEMS:

- a. Consider the second reading 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 second reading by title only, waive further reading, and adopt.
- b. Discuss and approve Resolution 2025-02, A resolution electing to become subject to the Uniform Public Construction Cost Accounting Act.
- c. Discuss and approve Resolution 2025-03, a resolution approving the agreement with the California Department of Forestry and Fire Protection for the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2024-25 up to and no more than the amount of \$3,777.27 and authorize Chief Joey Huggins to sign on behalf of the district.
- d. Discuss and approve Kelseyville Fire Protection District's Annual and 5-year Fire Mitigation Fees Report for fiscal year 2023-24.

12. ADJOURN

POSTED BY


Kristina Navarro, Clerk to the Board

09.13.2024
Date

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Kelseyville Fire Protection District
Board of Directors Regular Meeting
BOARD OF DIRECTORS
Regular (Rescheduled) Meeting Minutes
August 22, 2024, at 9:00 a.m.
4020 Main Street
Kelseyville, CA 95451

1. **CALL TO ORDER: 9:09 a.m. on August 21, 2024. Adjourned at 9:10 a.m. and rescheduled for August 22, 2024, at 9:00 a.m. for lack of quorum. An emergency meeting was needed for budget deadlines. Called to order at 9:02 a.m. on August 22, 2024.**

2. **PLEDGE OF ALLEGIANCE**

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

August 21, 2024

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

August 22, 2024

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

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

5. **CONSENT ITEMS**

- Director Lauenroth motioned to approve the agenda. Director Villalobos seconded the motion.
Motion Passed
Ayes: 5
Noes: 0
Absent: 0
Abstain: 0
- Chairperson Maddox motioned to approve the July 17, 2024, minutes. Director Lauenroth seconded the motion. Motion passed.
Ayes: 4
Noes: 0
Absent: 0
Abstain: 1 (Rohner absent from July 17, 2024 meeting)

- Vice Chairperson Rohner motioned to approve the warrant register and pay the bills for August 2024. Director Lauenroth seconded the motion. – Motion Passed.
Ayes: 5
Noes: 0
Absent: 0
Abstain:0

6. CORRESPONDENCE AND COMMUNICATIONS

- None

7. DIRECTOR'S REPORT

- None

8. PROFESSIONAL FIREFIGHTER'S REPORT

- None

9. FIRE PREVENTION OFFICER'S REPORT

- Bleuss gave an update on the weed abatement for the corner lot of Gaddy and 3rd Street which has now been cleared. Konocti Christian Academy off of Live Oak Drive has passed all inspections and plans to open in September.

10. FIRE CHIEF'S REPORT

- E5531 has returned from the Wet Hire with Cal Fire. The engine was out from July 5th to August 21st.
- Firefighter Murphy is in his third week of paramedic school.
- Squad/Rescue 5511 was sold to Monte Rio Fire for \$8,500.
- Chief Huggins gave the revenue report from ambulance billing, reviewed call statistic reports and there is no change in the fire recovery revenue for August.

11. REGULAR AGENDA ITEMS:

- Considered the introduction of Ordinance No. 2025-01, Establishing Informal Bidding Procedures in accordance with the Uniform Public Construction Cost Accounting Act. Held the first reading by title only and motioned to place the ordinance on the next regular scheduled meeting agenda for adoption. Motion made by Director Brookes. Motion seconded by Chairperson Maddox. Motion passed.
Ayes: 5
Noes: 0
Absent:0
Abstain:0
- Discussed and Approved the FY 2023/24 Prop 4 Compliance report for submission to the Lake County Auditor Controller's Office. Motion made by Chairperson Maddox. Motion seconded by Vice Chairperson Rohner. Motion passed.
Ayes: 5
Noes: 0
Absent:0
Abstain:0

- Discussed and Approved the FY 2024-25 Adopted Budget for General Fund 353 and Mitigation Fund 362. Motion made by Chairperson Maddox. Motion seconded by Director Lauenroth. Motion passed.
Ayes: 5
Noes: 0
Absent:0
Abstain:0

Adjourned at 9:23 a.m.

Attest:

Kristina Navarro, Clerk of the Board

Beau Maddox, Chairperson of the Board

Date

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: 5

NOES: 0

ABSTAIN: 0

ABSENT: 0



BEAU MADDOX
BOARD CHAIRPERSON

ATTEST:

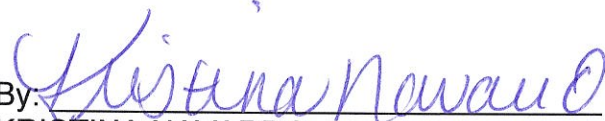
By: 
KRISTINA NAVARRO
CLERK OF THE BOARD OF DIRECTORS

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.

Kelseyville Fire Protection District

RESOLUTION NO. 2025-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KELSEYVILLE FIRE PROTECTION DISTRICT ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (PUBLIC CONTRACT CODE SECTION 22000 ET SEQ.)

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chap. 1054, Stats. 1983, which added Chapter 2 commencing with Section 22000 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, the Uniform Public Construction Cost Accounting Act (the "Act"), codified at Public Contract Code Section 22000 *et seq.*, establishes such a uniform cost accounting standard; and

WHEREAS, the California Uniform Construction Cost Accounting Commission ("Commission") established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public works projects; and

WHEREAS, the Board of Directors of the Kelseyville Fire Protection District ("District") desires to adopt and implement the uniform public construction cost accounting procedures as set forth in the Act; and

WHEREAS, the adoption of these procedures is in the best interests of the District and in the public interest.

NOW, THEREFORE, the Board of Directors of the Kelseyville Fire Protection District resolves as follows:

Section 1. The Board of Directors of the Kelseyville Fire Protection District hereby elects under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs the Clerk of the Board of Directors or his or her deputy to notify the State Controller forthwith of this election.

Section 2. The Board of Directors finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in a physical change to the environment, directly or indirectly.

Section 3. The recitals provided in this resolution are true and correct and are hereby incorporated into the substantive portion of this resolution.

Resolution No. 24-0701

Section 4. This resolution shall take effect immediately upon its adoption by the Board of Directors, and the Clerk of the Board of Directors or his or her deputy thereof shall certify the vote adopting the resolution.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

BEAU MADDOX
BOARD CHAIRPERSON

ATTEST:

By: _____
KRISTINA NAVARRO
CLERK OF THE BOARD OF DIRECTORS

KELSEYVILLE FIRE PROTECTION DISTRICT

RESOLUTION 2025-03

A RESOLUTION APPROVING THE AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR THE VOLUNTEER FIRE CAPACITY PROGRAM

Approving the Department of Forestry and Fire Protection Agreement #7GF24050 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Kelseyville Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2024-25 up to and no more than the amount of \$3,777.27.

BE IT FURTHER RESOLVED that Joey P. Huggins, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Kelseyville Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of Kelseyville Fire Protection District, at a regular meeting thereof, held on the 18th day of September 2024 by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

Beau Maddox-Chairperson of the Board

Date

Michele Rohner – Vice Chairperson of the Board

Date

CERTIFICATION OF RESOLUTION

ATTEST:

I Kristina Navarro, Clerk of the Kelseyville Fire Protection District, County of Lake, California do hereby certify that this is a true and correct copy of the original Resolution Number 2025-03

WITNESS MY HAND OR THE SEAL OF THE Kelseyville Fire Protection District, on this 18th day of September 2024.

**OFFICIAL SEAL
OR NOTARY CERTIFICATION**

Signature

Clerk of the Board, Kelseyville Fire Protection District
Title and Name of Local Agency

KELSEYVILLE FIRE PROTECTION DISTRICT



**Annual and 5-Year Report of Fire
Mitigation Fees**

For Fiscal Year Ended June 30, 2024

Annual Report

The County of Lake has adopted a fire mitigation fee ordinance on behalf of the Kelseyville Fire Protection District (KFPD).

GC§6606(b) outlines the annual reporting requirements pertaining to development impact fees as outlined in:

1. A brief description of the type of fee in the account or fund.
2. The amount of the fee.
3. The beginning and ending balance of the account or fund.
4. The amount of the fees collected, and interest earned.
5. An identification of each public improvement on which the fees were expended and the amount of expenditures on each improvement including the total percentage of the cost of the public improvement that was funded with fees.
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
8. The amount of refunds made (pursuant to GC66001(e)) due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made (as pursuant to GC66001(f)) due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

Fee Description

The broad purpose of impact fees is to protect public health, safety, and general welfare by providing adequate public facilities.

The specific purpose of the KFPD fire mitigation fees is to fund the acquisition and construction of capital facilities needed to provide fire protection and emergency medical response services to new development within the KFPD.

KFPD maintains the Fire Mitigation Fund, Fund# 362. The most recent Nexus Fee Study was approved by the KFPD Board on January 17, 2024, and by the County of Lake Board of Supervisors on May 21, 2024.

The fees are based on the impact of each type of new development, as measured by its associated increase in square feet.

Fee Amount

All fees are charged based on the amount of additional square feet the new development will add to the District.

For development within the unincorporated County of Lake:

Development Type	Fee Amount per Sq. Ft.
All development types	\$1.00

Fee Collection Summary

	Total Sq. Ft. Permitted	Fire Mitigation Fee Collected
Kelseyville		
Residential - Single Family	21,385	\$21,385.00
Residential - Multi-Family	-	-
Residential - Mobile Home Park	-	-
Residential - ADU (over limit)	-	-
Residential - Detached Accessory Units	-	-
Residential - Additions/Remodels	2,551	\$2,551.00
Commercial/Industrial	14,630	\$14,630.00
Resort	-	-
Fees Refunded	(300)	(\$300.00)
<i>Totals</i>	<i>38,266</i>	<i>\$38,266.00</i>

Fund Balance Activity

Beginning Fund Balance July 1, 2023	\$252,096.36
Fees Collected	\$38,566.00
Fees Refunded	\$(300.00)
Interest Earned	\$6,089.55
Total Revenues	\$44,355.55
Capital Expenditures	
On Public Improvement Projects	-
Transfers Out	\$(79,487.00)
Ending Fund Balance June 30, 2024	\$216,964.91

Transfers out are transfers from the Mitigation Fund to the KFPD special revenue fund for the reimbursement of Station 56 Renovations and Station 55 Equipment replacement.

Capital Facilities Project Detail

Mitigation Fee Fund Projects - Current	FY23/24 Expenditure	Amount Funded by Mitigation Fee	Amount Funded by Other Resources	% of Cost Funded by Fees
Station 56 – 9757 Hwy 281 Renovations	\$68,628.12	\$64,262.00	\$4,366.12	94%
Station 55 – 4020 Main St – Equipment Replacement & Mold removal	\$15,225.00	\$15,225.00	\$0.00	100%

The projects listed above represent recently completed and/or active (in-progress) uses of fire mitigation fee funds for Fiscal Year 2023/2024. KFPD has not determined that sufficient funds have been collected to complete the financing of any other capital facilities.

5-Year Reporting

California Government Code Section 66001(d)(1) requires the local agency to make all of the following findings every fifth year with respect to that portion of the account remaining unexpended, whether encumbered to a specific project or remaining unencumbered in an impact fee fund:

1. Identify the purpose to which the fee is to be put.
2. Demonstrate a reasonable relationship between the fee and purpose for which it is charged.
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements.
4. Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

KFPD does not currently have any unspent fees that are over 5 years old.