



Kelseyville Fire Protection District

BOARD OF DIRECTORS
Regular Meeting Minutes
August 20, 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)**

E	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. 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 July 16, 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 August 2025. Vice Chairperson Rohner seconded the motion. – Motion Passed.

Ayes: 4

Noes: 0

Absent: 1

Abstain: 0

6. **Correspondence and Communications**

a. Junior Giants Thank You letter

7. Director's Report

- a. Board comments on the fence that was completed at Station 55

8. Professional Firefighters Report

- a. Selling raffle tickets for the Pear Festival

9. Fire Prevention Officer Report

- a. Bleuss gave an update on the First Due Software project, stating that it will be 100% complete by the end of September.

10. Fire Chief Report

- a. Station 55 Exterior Fence project completed
- b. FF/EMT Murphy has started his internship program with preceptor Malm
- c. The LCFCA has created a response for the Grand Jury and the Board Chairs will receive a document to sign that will be submitted with all board chair signatures.
- d. 4060 Main Street Sale update – Property pulled off the market
- e. Chief Huggins expressed his gratitude for how well the staff is performing.
- f. Chief Huggins reviewed the call statistics and ambulance billing revenue.

11. Regular Agenda Items

- a. Discussed and approved Resolution 2026-01, A resolution to adopt and approve a salary schedule in compliance with Title 2 of the California Code of Regulations Section 570.5 and the California Public Employees' Retirement Systems (CalPERS). 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
- b. Discussed and approved Resolution 2026-02, A resolution to approve the EPMC for Chief Huggins per his contract renewal starting July 1, 2025. Vice Chairperson Rohner made a motion to approve, which was seconded by Director Villalobos. The motion passed.
Ayes: 4
Noes: 0
Absent:1
Abstain:0
- c. Discussed and approved Resolution 2026-03, A resolution of determination of a member's disability. Chairperson Maddox made a motion to approve, which was seconded by Director Villalobos. The motion passed.
Ayes: 4
Noes: 0
Absent:1
Abstain:0
- d. Discussed and approved Resolution 2026-04, A resolution to establish a maximum special tax for FY 2025/26. (Annual) Vice Chairperson Rohner made a motion to approve, which was seconded by Chairperson Maddox. The motion passed.
Ayes: 4

Noes: 0
Absent:1
Abstain:0

- e. Discussed and approved Prop 4 Compliance Report for FY 2024/25. Chairperson Maddox made a motion to approve, which was seconded by Director Lauenroth. The motion passed.

Ayes: 4
Noes: 0
Absent:1
Abstain:0

- f. Discussed and approved the Impact Mitigation Report for FY 2024/25 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

- g. Discussed and approved the Adopted Budget for FY 2025/26 – General Fund Chairperson Maddox made a motion to approve, which was seconded by Vice Chairperson Rohner. The motion passed.

Ayes: 4
Noes: 0
Absent:1
Abstain:0

- h. Discussed and approved the Adopted Budget for FY 2025/26 – Impact Mitigation Fund Vice Chairperson Rohner made a motion to approve, which was seconded by Director Villalobos. The motion passed.

Ayes: 4
Noes: 0
Absent:1
Abstain:0

- i. Discussed and approved that the Board of Directors authorize Chief Huggins to negotiate and execute a purchase agreement for the acquisition of real property located at 4060 Main Street, Kelseyville. Director Lauenroth made a motion to approve, which was seconded by Chairperson Maddox. The motion passed.

Ayes: 4
Noes: 0
Absent:1
Abstain:0

Adjourned at 9:32 a.m.

Attest:

Kristina Navarro

Kristina Navarro, Clerk of the Board

Beau Maddox

Beau Maddox, Chairperson of the Board

September 17, 2025

Date