



# Kelseyville Fire Protection District

BOARD OF DIRECTORS  
Regular Meeting Minutes  
April 16, 2025, at 9:00 a.m.  
4020 Main Street  
Kelseyville, CA 95351

1. **CALL TO ORDER:** 9:12 a.m.

2. **PLEDGE OF ALLEGIANCE**

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

X Director Brookes  
A 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**

- Vice Chairperson Rohner motioned to approve the agenda with the addition of 11d. Director Brookes seconded the motion.  
Motion Passed  
Ayes: 4  
Noes: 0  
Absent: 1  
Abstain: 0
- The March 19, 2025 minutes were table due to a lack of quorum. Director Rohner and Brookes were not in attendance at the March 19<sup>th</sup> meeting  
  
Ayes:  
Noes:  
Absent:  
Abstain:
- Chairperson Maddox motioned to approve the warrant register and pay the bills for April 2025. Director Brookes seconded the motion. – Motion Passed.  
Ayes: 4  
Noes: 0  
Absent: 1  
Abstain: 0

6. **CORRESPONDENCE AND COMMUNICATIONS**

- a. Kristina reminded the board that the Recommended Budget adoption will take place in May and will need 4/5<sup>th</sup> present.

## **7. DIRECTOR'S REPORT**

- a. Director Brookes thanks the district for their assistance over the last couple of weeks.

## **8. PROFESSIONAL FIREFIGHTER'S REPORT**

- a. None

## **9. FIRE PREVENTION OFFICER'S REPORT**

- a. Kelseyville School District inspections will take place over the next week

## **10. FIRE CHIEF'S REPORT**

- a. Chief Huggins discussed the recent thefts that have been occurring at Station 55 and because of those issues the district will be looking into the possibility of installing a fence around the back of the station.
- b. Chief Huggins gave a recap of the FDAC conference
- c. Engine 5531 is in Santa Rosa at Peterson Trucks for repair
- d. Medic 5511 is back in service after the repair of the air bag
- e. Every 15 minutes program will be held in Kelseyville after the board meeting
- f. Chief Huggins reviewed the call statistics and ambulance billing revenue.

## **11. REGULAR AGENDA ITEMS:**

- a) Discussed and approved Resolution 2025-08, a resolution to increase reserves as a result of participation in the State Intergovernmental Transfer Program. (IGT).  
Director Brookes made a motion to approve, which was seconded by Chairperson Maddox. The motion passed.  
Ayes: 4  
Noes: 0  
Absent: 1  
Abstain: 0
- b) Discussed and approved Resolution 2025-11, a resolution to cancel reserves to pay for unforeseen building repairs.  
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 an impact mitigation refund in the amount of \$55,800 to Pasta Farms LLC. Director Brookes made a motion to approve, which was seconded by Vice Chairperson Rohner. The motion passed.  
Ayes: 4  
Noes: 0  
Absent: 1  
Abstain: 0

- d) Discussed and approved Resolution 2025-12, a resolution appropriating unanticipated revenue from the Palisades Incident to cover incurred costs of overtime. Vice Chairperson Rohner made a motion to approve, which was seconded by Director Villalobos.

**12. Adjourn to Closed Session at 9:29 a.m.**

**13. Closed Session – Pursuant to Government Code Section 54957**

- a. Public Employee Performance Evaluation – Fire Chief

**14. Adjourn to Open Session at 9:43 a.m.**

**15. Report of Closed session made by Chairperson Maddox –**

- a. Exceptional Evaluation

**Adjourned at 9:45 a.m.**

**Attest:**

*Kristina Navarro*

**Kristina Navarro, Clerk of the Board**

*Beau Maddox*

**Beau Maddox, Chairperson of the Board**

May 21, 2025

**Date**