



Kelseyville Fire Protection District

NOTICE OF A BOARD OF DIRECTORS

Regular Meeting

October 16, 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 September 18, 2024 – a regularly scheduled meeting
 - c. Warrant register and payment of bills for October 2024.
6. **CORRESPONDENCE AND COMMUNICATIONS**
 - a. External Audit with Smith and Newell has been scheduled for November 7th.

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. Discuss and approve Resolution 2025-04, A resolution to cancel reserves for the participation in the State Intergovernmental Transfer (IGT) program in the amount of \$351,193.

12. ADJOURN

POSTED BY: _____
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

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Agency website: www.kelseyvillefire.com



Kelseyville Fire Protection District

BOARD OF DIRECTORS
Regular Meeting Minutes
September 18, 2024, at 9:00 a.m.
4020 Main Street
Kelseyville, CA 95451

1. **CALL TO ORDER:** 9:02 a.m. on September 18, 2024.

2. **PLEDGE OF ALLEGIANCE**

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

A 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**

- Vice Chairperson Rohner motioned to approve the agenda. Director Lauenroth seconded the motion.
Motion Passed
Ayes: 4
Noes: 0
Absent: 1
Abstain: 0
- Vice Chairperson Rohner motioned to approve the August 22, 2024, minutes. Director Villalobos seconded the motion. Motion passed.
Ayes: 4
Noes: 0
Absent: 1
Abstain: 0
- Vice Chairperson Rohner motioned to approve the warrant register and pay the bills for September 2024. Director Villalobos seconded the motion. – Motion Passed.
Ayes: 4
Noes: 0
Absent: 1
Abstain: 0

6. **CORRESPONDENCE AND COMMUNICATIONS**

- None

7. DIRECTOR'S REPORT

- Director Villalobos asked Chief Huggins how the mutual aid system works. Chief Huggins gave a brief overview of the districts' agreement.
- Discussion of the most recent fires in the area.

8. PROFESSIONAL FIREFIGHTER'S REPORT

- None

9. FIRE PREVENTION OFFICER'S REPORT

- Prevention Officer Bleuss gave an update on the Konocti Christian Academy and the new apartment complex on Gaddy Lane

10. FIRE CHIEF'S REPORT

- Engine 5531 has sustained more heat damage from the 20th Street fire in Lakeport, claim has been already filed with the State for the heat damage while the engine was on assignment. No response has been received. The Chief will send it out for repair when the fire season dies down.
- The apparatus bay door on the old station side broke and shattered the glass on the top of the door. New doors have been ordered and will be solid doors vs the ones with the glass. Doors will be replaced on both sides. Apparatus Bay Door #1 on the new station side is out of service with parts on order.
- The Chief reported on the Boyles Fire in Clearlake. Chief was the incident command for day two of the fire to support Chief 700.
- The Chief reported on the Harbor Fire in the Kelseyville Riviera. Aircraft response was almost immediate due to resources being in the county for the Boyles fire.
- Firefighter/Paramedic Nicki Jones has resigned from the district. Nicki expressed to the Chief how hard the decision was, but it was the right move for her family.
- Sam West will be starting his Paramedic Internship with Captain Helm in the beginning of October.
- Chief Huggins will be on vacation, out of state, starting on September 21st.
- Chief Huggins gave the revenue recap report from H.S.I

11. REGULAR AGENDA ITEMS:

- Considered and adopted Ordinance No. 2025-01, Establishing Informal Bidding Procedures in accordance with the Uniform Public Construction Cost Accounting Act. Held the second reading by title only. Motion made by Chairperson Maddox. Motion seconded by Vice Chairperson Rohner. Motion passed.
Ayes: 4
Noes: 0
Absent:1
Abstain:0
- Discussed and Approved Resolution 2025-02, 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. Motion made by Director Lauenroth. Motion seconded by Vice Chairperson Rohner. Motion passed.
Ayes: 4

Noes: 0
Absent:1
Abstain:0

- Discussed and Approved the FY 2023-24 Annual and 5-year Fire Mitigation Fees Report. Motion made by Chairperson Maddox. Motion seconded by Director Lauenroth. Motion passed.

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

Adjourned at 9:34 a.m.

Attest:

Kristina Navarro, Clerk of the Board

Beau Maddox, Chairperson of the Board

Date

Kelseyville FPD

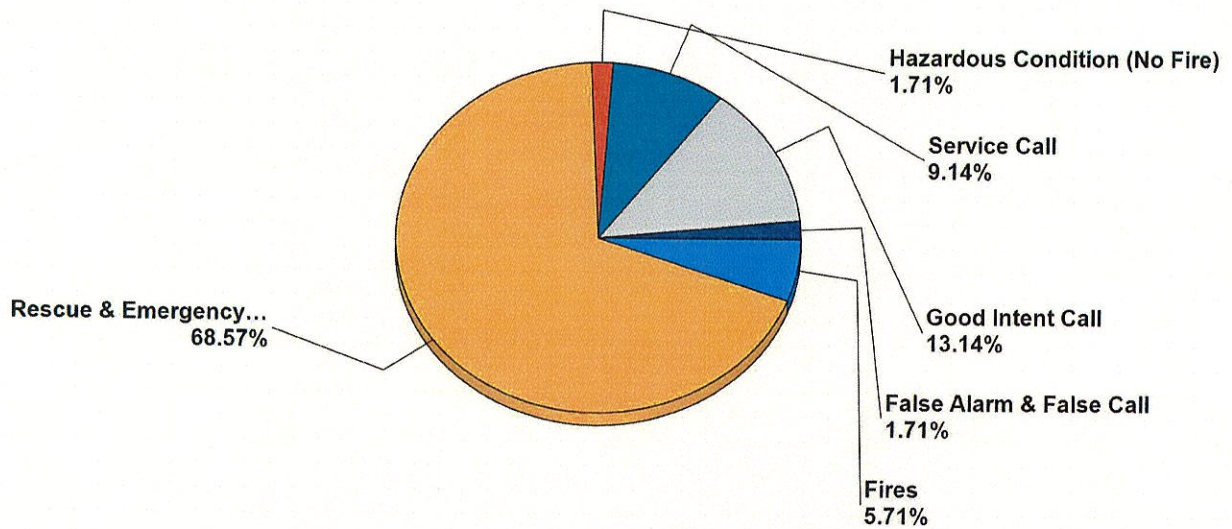
Kelseyville, CA

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2024 | End Date: 09/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	5.71%
Rescue & Emergency Medical Service	120	68.57%
Hazardous Condition (No Fire)	3	1.71%
Service Call	16	9.14%
Good Intent Call	23	13.14%
False Alarm & False Call	3	1.71%
TOTAL	175	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.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	0.57%
113 - Cooking fire, confined to container	1	0.57%
123 - Fire in portable building, fixed location	1	0.57%
131 - Passenger vehicle fire	3	1.71%
141 - Forest, woods or wildland fire	2	1.14%
142 - Brush or brush-and-grass mixture fire	1	0.57%
143 - Grass fire	1	0.57%
300 - Rescue, EMS incident, other	8	4.57%
320 - Emergency medical service, other	15	8.57%
321 - EMS call, excluding vehicle accident with injury	89	50.86%
322 - Motor vehicle accident with injuries	5	2.86%
324 - Motor vehicle accident with no injuries.	3	1.71%
412 - Gas leak (natural gas or LPG)	2	1.14%
445 - Arcing, shorted electrical equipment	1	0.57%
510 - Person in distress, other	1	0.57%
550 - Public service assistance, other	3	1.71%
551 - Assist police or other governmental agency	1	0.57%
553 - Public service	10	5.71%
554 - Assist invalid	1	0.57%
611 - Dispatched & cancelled en route	17	9.71%
622 - No incident found on arrival at dispatch address	1	0.57%
650 - Steam, other gas mistaken for smoke, other	1	0.57%
651 - Smoke scare, odor of smoke	1	0.57%
653 - Smoke from barbecue, tar kettle	3	1.71%
700 - False alarm or false call, other	2	1.14%
743 - Smoke detector activation, no fire - unintentional	1	0.57%
TOTAL INCIDENTS:	175	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.



Kelseyville FPD

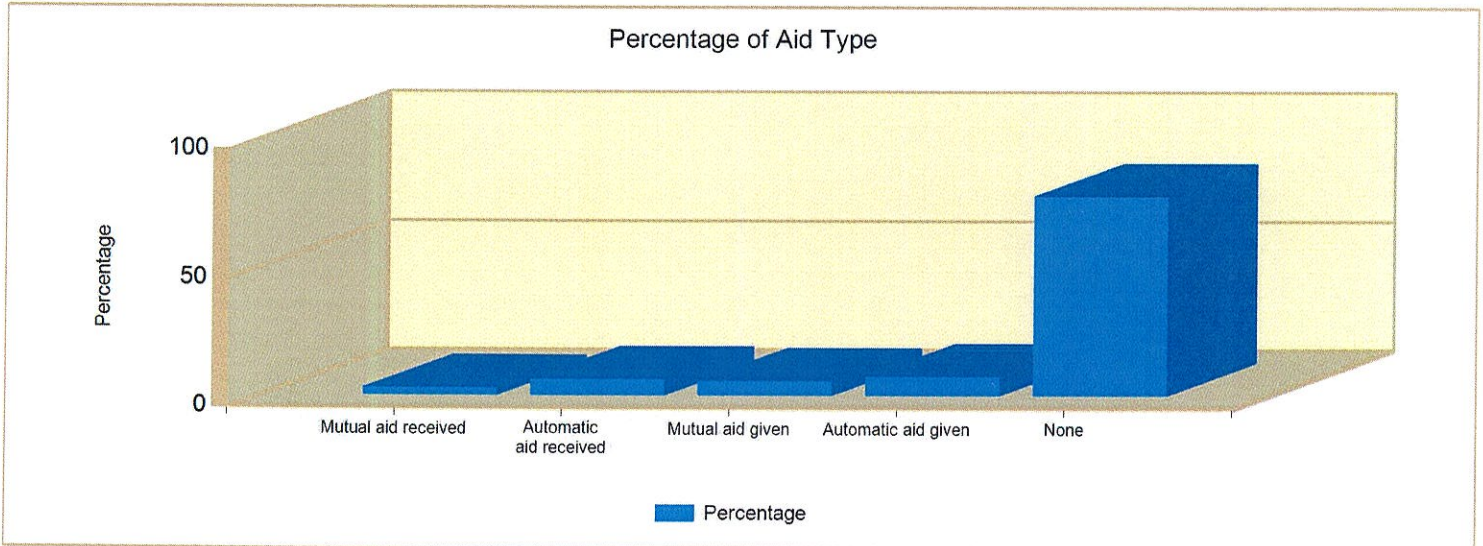
Kelseyville, CA

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 09/01/2024 | End Date: 09/30/2024



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	5	2.9%
Automatic aid received	11	6.3%
Mutual aid given	10	5.7%
Automatic aid given	13	7.4%
None	136	77.7%

Only REVIEWED incidents included



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RefNumbe	Run Date	Run Numb	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
1168976	5/19/2022	22-0825	400	6/26/2022	Geico	1,006.00	1,006.00	784.68
1192595	6/24/2022	22-1020	322	7/19/2022	AAA	546	546	425.88
1214310	8/3/2022	22-1261	324	8/31/2022	General Insurance Company	546	524.16	408.84
1234324	9/17/2022	22-1568	322	9/26/2022	Travelers	546	546	425.88
1222133	8/26/2022	22-1419	322	10/7/2022	Middlesex Insurance	623	623	485.94
1264759	10/29/2022	22-1815	324	11/14/2022	AAA	748.5	748.5	583.83
1227165	9/6/2022	22-1494	322	11/17/2022	United Financial Casualty	546	546	425.88
1208093	8/3/2022	22-1260	324	12/22/2022	AAA	546	546	425.88
1237972	9/20/2022	22-1585	324	12/30/2022	AAA	546	546	425.88
1300348	12/9/2022	22-2113	324	1/5/2023	AAA	546	546	425.88
1298959	12/15/2022	22-2152	352	1/9/2023	State Farm	2,187.00	2,187.00	1,705.86
1224193	8/30/2022	22-1440	113	1/15/2023	Nationwide	817	817	637.26
1243304	9/27/2022	22-1619	324	1/19/2023	Nationwide	546	546	425.88
1222178	8/25/2022	22-1415	113	3/28/2023	AAA	250	240	187.2
1222121	8/27/2022	22-1422	322	4/12/2023	Geico	546	87.36	68.14
1234314	9/15/2022	22-1558	324	5/6/2023	State Farm	546	546	425.88
1180670	6/3/2022	22-0903	324	6/11/2023	Geico	769	769	599.82
1420321	6/11/2023	23-0987	322	7/15/2023	State Farm	585	250	195
1435799	7/11/2023	23-1185	322	8/8/2023	Nationwide	585	561.6	438.05
1435864	7/11/2023	23-1184A	324	8/12/2023	State Farm	585	250	195
1452296	7/30/2023	23-1289B	322	9/21/2023	Allstate	854	854	666.12
1479511	9/7/2023	23-1480A	322	10/11/2023	State Farm	3,150.00	2,343.00	1,827.54
1491737	9/19/2023	23-1544	324	10/16/2023	Philadelphia Indemnity	2,343.00	2,343.00	1,827.54
1461909	7/11/2023	23-1184B	324	10/20/2023	State Farm	585	585	456.3
1471744	8/25/2023	23-1403	322	10/23/2023	State Farm	2,477.50	2,477.50	1,932.45
1513063	10/17/2023	23-1690	324	11/5/2023	AAA	585	585	456.3
1529028	11/12/2023	23-1813	352	11/27/2023	AAA	585	585	456.3
1557322	9/7/2023	23-1480B	322	12/20/2023	State Farm	807	250	195
1283842	11/4/2022	55	324	1/7/2024	AAA	546	545	425.1
1482124	9/11/2023	23-1497	322	1/16/2024	Geico	854	819.84	639.48
1556392	12/14/2023	23-1985	322	1/22/2024	Geico	585	561.6	438.05
1569753	1/5/2024	24-0030	324	1/29/2024	AAA	585	585	456.3
1524077	11/4/2023	23-1770	322	3/16/2024	American Alternative Insurance	801.5	801.5	625.17
1557342	9/7/2023	23-1480C	322	8/27/2024	State Farm	557	534.7	417.07
Paid Total:						28,930.50	26,301.76	20,515.38
Unpaid Total:						0	0	0
Department Total:						29,597.50	26,301.76	20,515.38
Grand Total:						\$29,597.50	\$26,301.76	\$20,515.38

**KELSEYVILLE FIRE PROTECTION DISTRICT
RESOLUTION 2025-04**

**A RESOLUTION TO CANCEL RESERVES FOR PARTICIPATION IN THE STATE
INTERGOVERNMENTAL TRANSFER PROGRAM**

WHEREAS, GOVERNMENT CODE 29130, provides that canceling reserves may be available for specific appropriation by a four-fifths vote of the Board at a noticed public hearing held as part of any regular or special meeting of which all members have had reasonable notice; and,

WHEREAS, the Kelseyville Fire Protection District has reserves designated for "Medical Services and Equipment" in the amount of \$1,237,473; and

WHEREAS, the Kelseyville Fire Protection District recognizes the need to appropriate funds from Medical Services & Equipment (IGT) reserve accounts to participate in the State Intergovernmental Transfer Program.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Kelseyville Fire Protection District directs the County Auditor-Controller to cancel reserves in the sum of \$351,193 and appropriate funds for the State Intergovernmental Transfer Program according to the following:

From: 353-0000-392.25-00 \$351,193

To: 353-9553-795.28-48 \$351,193

THIS RESOLUTION was introduced and adopted by the Board of Directors of the Kelseyville Fire Protection District at a regular meeting held on October 16, 2024 by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Beau Maddox – Chairperson

Attest:

Kristina Navarro, Financial Analyst/Clerk to the Board