



LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
Telephone: (707) 263-4396 Fax: (707) 263-7087
Web Site: www.lakeportfire.com



Any person may speak for 3 minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board Chair. The public is allowed to comment before any action is taken by the Board on any specific issue.

Agenda of public meetings and supporting documents are available for public inspection in the Fire District Office, 445 N. Main Street, Lakeport, CA 95453, during normal business hours.

***REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:** A request for a disability-related modification or accommodation necessary to participate in the Board of Directors' meeting should be made in writing to the Board Clerk at least 48 hours prior to the meeting.*

BOARD OF DIRECTORS REGULAR MEETING **AGENDA**

August 16, 2022, 5:00 P.M.

Lakeport Fire Protection District

445 N. Main Street, Lakeport, CA 95453

A. Call to Order

- A1. Pledge of Allegiance
- A2. Roll Call

B. Consent Calendar

Approval of consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that an item be removed from the consent calendar for later discussion.

- B1. Motion to Approve August 16, 2022, Regular Meeting Agenda (GC §54954.2)
- B2. Motion to approve July 12, 2022, Regular Meeting Minutes
- B3. Motion to approve July Warrants/Expenditures with CalCard details
- B4. Motion to approve Payroll for the pay periods ending July 15 and July 31, 2022

C. Public Comment (GC §54954.3)

Any person may speak for three minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today's agenda.

D. Reports – Information/Discussion

- D1. Interim Fire Chief, Administration/Finance and Captains Reports
 - a. Fiscal Year End Budget Report
 - b. Incident Log for July 2022
 - c. Fleet Mileage/Hours/Service Report for July 2022
 - d. Thank You Note and Donation from Willie and Linda Guluarte
- D2. Professional Firefighters Association – Teamsters Local #856 Report
- D3. Volunteer Firefighters Association Report
- D4. City Council Representative’s Report
- D5. Directors Activity Reports

E. Action Items

- E1. Scheduled Public Hearing for the adoption of the Final Budgets for Fiscal Year 2022/23
- E2. Report, discussion, and possible action regarding accepting and filing the Independent Auditor’s Management Letter and Financial Statements together with Independent Auditor’s Report for the Year Ended June 30, 2021
- E3. Report, discussion, and possible action on increasing the maximum rate of per benefit unit of Ordinance No. 1819-01 (Measure M) based on the June Consumer Price Index, All Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3%, per year and establishing the per unit benefit rate for Fiscal Year 2022/2023
- E4. Report, discussion, and possible action on updating the Fleet Replacement Plan
- E5. Report, discussion and possible action on the 2022 Biennial Review of Conflict of Interest Code for Statement of Economic Interest Form 700 Filer Positions and Disclosure Categories
- E6. Report, discussion, and possible action regarding Nomination Ballot for Independent Special District Members and an Alternate to fill an Independent Special District seat on Lake Local Agency Formation Commission (LAFCO)
- E7. Report, discussion, and possible action regarding approving the First Amendment to the Employment Agreement with the Interim Fire Chief
- E8. Report, discussion, and possible action regarding the Recruitment for the Fire Chief position
- E9. Report, discussion, and possible action regarding making recommendations to the County Board of Supervisors for the vacant Director position
- E10. Report, discussion, and possible action regarding replacement of Station 50 Flooring
- E11. Report, discussion, and possible action regarding the adoption of a Board Policy Manual

F. Request for Future Agenda Items

G. Closed Session (GC §54957.7)

G1. Public Employment – Title: Fire Chief (GC §54957)

G2. Public Employment Performance Evaluation – Title: Interim Fire Chief
(GC §54957)

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

I. Adjournment

Agenda Posted Per GC §54954.2
on August 12, 2022, at 5:00 p.m.



Ray Lavelle
Board Clerk



LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
Telephone: (707) 263-4396 Fax: (707) 262-1283
Web Site: www.lakeportfire.com



BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 12, 2022, 5:00 P.M.

Lakeport Fire Protection District

445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 5:00 PM

A1. Pledge of Allegiance led by Interim Chief Grebil

A2. Roll Call

Chairman Gabe X Vice-Chair Lucas X Director Flora X and
Director Whitehead Absent

Staff Present: Interim Chief Grebil, Admin Ray Lavelle and Captain Mills

B. Consent Calendar

B1. Motion to Approve July 12, 2022, Regular Meeting Agenda (GC §54954.2)

B2. Motion to Approve June 14, 2022, Special Meeting Minutes

B3. Motion to approve June Warrants/Expenditures with CalCard details

Director Flora directed Admin Lavelle to review the recording of the June 14, 2022, regular meeting to clarify item E9 (Report, discussion and possible action on making recommendations to the County Board of Supervisors for the vacant Director position). With the caveat that the June 14, 2022, minutes may be changed after review, Director Flora moved, and Director Lucas seconded the motion, to approve the Consent Calendar items as presented.

Ayes: Flora, Lucas, Gabe

Noes:

Absent: Whitehead

Motion Passes

C. Public Comment (GC §54954.3)

None

D. Reports – Information/Discussion

D1. Interim Fire Chief, Administration/Finance and Captains

- a. Fiscal Year to Date Budget Report
- b. Incident Log for June 2022
- c. Fleet Mileage/Hours/Service Report (phase two) for June 2022
- d. Consulting Agreement with NBS for the administration of the Measure M special parcel tax
- e. Functional Assignments
- f. Exhibit “A” to MOU effective July 1, 2022, through June 30, 2023

D2. Professional Firefighters Association – Teamsters Local #856 – **No report given**

D3. Volunteer Firefighters Association – **No report given**

D4. City Council Representative’s Report – **No report given**

D5. Directors Activity Reports – **No report given**

E. Action Items

- E1. Report, discussion, and possible action regarding the approval and adoption of a Publicly Available Pay Schedule in compliance with the Public Employees’ Retirement Law (PERL), Public Employees’ Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR)

The board directed staff to make a distinction on the pay schedule between represented and non-represented positions, as well as to post the pay schedule on the website. Director Lucas made a motion, seconded by Director Flora, to approve and adopt the publicly available pay schedule.

Ayes: Flora, Lucas, Gabe

Noes:

Absent: Whitehead

Motion Passes

- E2. Report, discussion and possible action on a Resolution making findings and requisition imposition of fire mitigation fees pursuant to the City of Lakeport’s Fire Mitigation Fee Ordinance

Director Flora made a motion, seconded by Director Lucas, to approve and adopt the proposed resolution regarding the City of Lakeport’s Fire Mitigation Fee Ordinance.

Ayes: Flora, Lucas, Gabe

Noes:

Absent: Whitehead

Motion Passes

E3. Report, discussion and possible action on updating the Signature Lists for the Wells Fargo Bank Checking Accounts

The board directed staff to find out the specific process to update signature cards at Wells Fargo. They also directed staff to research transferring accounts from Wells Fargo in Clearlake to one (1) of the three (3) banks located in Lakeport.

E4. Report, discussion and possible action on changing the August 2022, Regular Board Meeting from the 9th to the 16th

Director Lucas made a motion, seconded by Director Flora, to cancel the regular board meeting on August 9th and to schedule a publicly-noticed regular meeting on August 16th.

Ayes: Flora, Lucas, Gabe

Noes:

Absent: Whitehead

Motion Passes

E5. Report, discussion and possible action on making recommendations to the County Board of Supervisors for the vacant Director position

The board took no action on this item.

F. Request for Future Agenda Items

F1. Status of Larrecou property and discussions with the City of Lakeport

F2. Update on draft of Board Policy manual

G. Closed Session (GC §54957.7)

The Board went into Closed Session at 5:06 pm for the purposes listed below:

G1. Conference with Labor Negotiator: (GC §54957.1)

Agency Designated Representative: Interim Fire Chief Dan Grebil

Employee Organization: Lakeport Professional Firefighters Association Teamsters Local #856

G2. Public Employment – Title: Fire Chief (GC §54957)

G3. Public Employment Performance Evaluation – Title: Interim Fire Chief
(GC §54957)

H. Open Session The Board reconvened into Open Session at 5:27 pm

H1. Report on Closed Session: (GC §54957.1)

The Board Chair reported that there was no reportable action taken in Closed Session.

I. Adjournment

Director Lucas made a motion, seconded by Director Flora, to adjourn the meeting at 6:24 pm.

Ayes: Flora, Lucas, Gabe

Noes:

Absent: Whitehead

Motion Passes

Respectfully Submitted: _____

Ray Lavelle, Board Clerk

Read and Approved: _____

William Gabe, Board Chairman

Ck Date	Ck #	Ck Total	Vendor	Description
07/07/2022	15325	\$354.00	CA ASSOC OF PROFESSIONAL FIRE/IFIGHT	FF Long Term Disability - July
07/07/2022	15326	\$154,220.00	Golden State Risk Management Agency	Annual Insurance GL, WC, Prop, Auto
07/07/2022	15327	\$95,493.24	Lakeport Fire (Payroll Account)	PR Transfer 06-30-22 + Float 1 of 2
07/07/2022	15328	\$42,888.75	Teamsters Local 856 Health & Welfare	Health Insurance Coverage for July
07/07/2022	15329	\$550.00	Teamsters Local 856 Dues	Teamsters Dues - July
07/08/2022	15330	\$583.98	Management Connections	Temp Office Help - W/E 05/14/2022
07/15/2022	15331	\$359.60	American River Benefit Adm	CSFA BASE LIFE INSURANCE - JULY
07/15/2022	15332	\$1,248.32	Bound Tree Medical LLC	MEDICAL SUPPLIES
07/14/2022	15333	\$150.00	County of Lake Health Services Dept	Ambulance Permit Applic Fee 2022-24
07/15/2022	15334	\$518.07	Department of Healthcare Services	FY 2018 Audited Refund for Overpaym
07/15/2022	15335	\$205.00	Eureka Oxygen	O2 CYNLINDER RENTAL
07/14/2022	15336	\$1,149.55	FailSafe Testing	LADDER SAFETY TESTING
07/15/2022	15337	\$120.00	Key Coffee Plus	Coffee
07/15/2022	15338	\$33,298.85	Lakeport Fire (CalPERS Account)	CalPERS for PE 06/30/2022
07/15/2022	15339	\$305.54	Life Assist	MEDICAL SUPPLIES
07/15/2022	15340	\$0.00	Mission Linen Supply	VOID - STATION SUPPLIES
07/14/2022	15341	\$26.03	Pak n Mail	OFFICE SUPPLIES
07/15/2022	15342	\$3,968.30	US Bank Corporate Payment System	US BANK JUNE
07/15/2022	15343	\$4,144.43	Westgate Petroleum Co. Inc.	DIESEL FUEL
07/31/2022	15346	\$45,474.07	Lakeport Fire (Payroll Account)	PR Transfer 07-15-22
07/31/2022	15347	\$550.00	Teamsters Local 856 Dues	Teamsters Dues - August
07/31/2022	15348	\$38,982.45	Teamsters Local 856 Health & Welfare	Health Insurance Coverage August
07/31/2022	15349	\$19,078.00	VFIS	VFIS LOSAP Annual Invoice
Grand Total		\$443,668.18		

Grand Total \$443,668.18

B3

B4

Lake County Auditor-Controller

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **7/01/22 - 7/15/22**

<u>DISTRICT</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>SUB</u>		
Lakeport Fire Protection Dist.	354	9554	795		
DESCRIPTION		CODE		DEBIT (+)	CREDIT (-)
Salaries & Wages-Permanent	FT Admin	01.11	A	2,500.00	
Salaries & Wages-Permanent	FT Shift	01.11	B	38,618.21	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12	A	2,332.50	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12	C	950.00	
Salaries & Wages- Overtime	FT Shift OT	01.13	A	6,653.92	
Salaries & Wages -Overtime	LT Shift OT	01.13	B		
Salaries & Wages - FLSA	FLSA	01.13	G	970.76	
Medicare - EmployER Paid		02.21	A	753.29	
FICA- EmployER Paid		02.21	B	144.61	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30	A		1246.70
Union Dues (PR Code 39)	FT Shift	01.11	C		279.50
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11	C		4488.12
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11	C		32.90
CAPF (PR Code C)	FT Shift	01.11	C		177.00
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11	C		1225.00
Prof. & Spec. - Payroll Processing		23.80	C		
Payroll Clearing Account		09.00			45474.07
	TOTAL			52,923.29	52,923.29

DISTRICT AUTH. SIGNATURE _____

Lake County Auditor-Controller

Please prepare a journal entry to transfer funds to our expenditure accounts for our automated payroll service for the pay period **7/16/22 - 7/31/22**

<u>DISTRICT</u>	<u>FUND</u>	<u>DEPT/DIV</u>	<u>SUB</u>	
Lakeport Fire Protection Dist.	354	9554	795	
DESCRIPTION		CODE	DEBIT (+)	CREDIT (-)
Salaries & Wages-Permanent	FT Admin	01.11 A	5,576.20	
Salaries & Wages-Permanent	FT Shift	01.11 B	35,372.95	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	207.90	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	1,012.50	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	2,910.43	
Salaries & Wages -Overtime	LT Shift OT	01.13 B		
Salaries & Wages - FLSA	FLSA	01.13 G	970.76	
Medicare - EmployER Paid		02.21 A	666.64	
FICA- EmployER Paid		02.21 B	12.89	
Medical Insur Reimb (PR Code 36)	FT Admin & FT Shift	03.30 A		1,246.70
Union Dues (PR Code 39)	FT Shift	01.11 C		279.50
PERS After Tax (PR Codes 53 & 55)	FT Admin & FT Shift	01.11 C		4,492.33
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		32.90
CAPF (PR Code C)	FT Shift	01.11 C		177.00
Deferred Comp (PR Code K)	FT Admin & FT Shift	01.11 C		1,225.00
Prof. & Spec. - Payroll Processing		23.80 C	338.25	
Payroll Clearing Account		09.00		338.25
Payroll Clearing Account		09.00		39,276.84
TOTAL			47,068.52	47,068.52

DISTRICT AUTH. SIGNATURE _____

Account #	General Fund - 354 APPROPRIATIONS	Amended Budget	06/30/22 This Month	YTD	100% % of Budget	Remaining
01-11	Salaries - Permanent	934,000	102,882.11	931,507.56	99.7%	2,492.44
01-12	Extra Help	50,000	5,659.00	35,360.69	70.7%	14,639.31
01-13	Overtime - Holiday -	213,505	12,131.42	163,574.08	76.6%	49,930.92
02-21	Social Security - Medicare	22,500	1,828.03	18,734.55	83.3%	3,765.45
02-22	CalPERS	383,727	0.00	383,726.08	100.0%	0.92
03-30	Health/Life Insurance	432,500	30,999.00	385,501.41	89.1%	46,998.59
03-31	Unemployment Insurance	15,000	0.00	0.00	0.0%	15,000.00
03-35	Retiree Other Post Emp. Benefits	59,000	-0.20	48,204.40	81.7%	10,795.60
04-00	Workers Compensation	82,500	0.00	79,444.39	96.3%	3,055.61
09-00	Payroll Clearing Account	0	-139,377.27	0.00	n/a	0.00
Total Salaries and Benefits		2,192,732	14,122.09	2,046,053.16	93.3%	146,678.84
11-00	Clothing & Personal Supplies	45,000	-16,253.40	24,655.45	54.8%	20,344.55
12-00	Communications	103,500	22,949.32	83,289.47	80.5%	20,210.53
14-00	Household Expense	8,500	303.79	4,947.58	58.2%	3,552.42
15-10	Insurance - Prop., Auto and Eq.	35,000	0.00	24,815.60	70.9%	10,184.40
15-12	Insurance - Public Liability	70,000	0.00	66,287.00	94.7%	3,713.00
17-00	Maintenance - Equipment	132,500	3,252.95	121,644.80	91.8%	10,855.20
18-00	Maintenance - Buildings & Grounds	20,000	1,526.66	19,786.69	98.9%	213.31
19-40	Medical Supplies	54,500	5,452.48	54,116.60	99.3%	383.40
20-00	Memberships	12,750	0.00	12,011.69	94.2%	738.31
22-70	Office Supplies	7,000	867.52	6,956.34	99.4%	43.66
22-71	Postage	1,500	58.00	314.62	21.0%	1,185.38
22-72	Books & Periodicals	2,000	0.00	1,228.90	61.4%	771.10
23-80	Professional & Specialized Services	80,000	5,826.70	62,056.04	77.6%	17,943.96
24-00	Publications & Legal Notices	1,000	0.00	293.27	29.3%	706.73
25-00	Rents & Leases - Equipment	29,000	0.00	21,772.84	75.1%	7,227.16
26-00	Rents & Leases - Buildings	5	0.00	0.00	0.0%	5.00
27-00	Small Tools & Instruments	10,000	0.00	7,959.94	79.6%	2,040.06
28-30	Supplies & Services	20,000	537.46	12,061.41	60.3%	7,938.59
28-48	Ambulance Expenses	127,500	-9,619.52	112,540.00	88.3%	14,960.00
28-95	Prior Yr. Audit Repayment	23,268	0.00	23,267.66	100.0%	0.34
29-50	Transportation & Travel	5,000	-75.40	1,823.49	36.5%	3,176.51
30-00	Utilities	75,000	7,011.87	69,817.92	93.1%	5,182.08
42-10	Notes & Loans/P&I	97,650	0.00	97,147.30	99.5%	502.70
48-00	Taxes & Assessments	150	0.00	0.00	0.0%	150.00
61-69	Capital Bldgs & Improv. Prior	0	0.00	0.00	0.0%	0.00
62-74	Capital Equipment Other	50,000	0.00	48,169.89	96.3%	1,830.11
90-91	Contingencies	0	0.00	0.00	0.0%	0.00
Total Services, Supplies and Capital Expenses		1,010,823	21,838.43	876,964.50	86.8%	133,858.50
Total Fire Protection		3,203,555	35,960.52	2,923,017.66	91.2%	280,537.34

General Fund - 354		Amended	6/30/2022		100%	
Account #	REVENUES	Budget	This Month	YTD	% of Budget	Remaining
10-10	Current Secured Taxes	855,500	92,824.36	967,899.76	113.1%	-112,399.76
10-20	Current Unsecured Taxes	20,800	82.67	21,034.77	101.1%	-234.77
10-25	Supplemental Roll Taxes - Current	3,700	4,344.60	15,929.16	430.5%	-12,229.16
10-35	Supplemental Roll Taxes - Prior	3,100	837.02	4,514.82	145.6%	-1,414.82
10-40	Prior Unsecured Taxes	3,751	118.86	865.55	23.1%	2,885.45
21-60	Permits	6,470	630.00	12,554.00	194.0%	-6,084.00
42-01	Interest	5,582	0.00	2,773.03	49.7%	2,808.97
42-10	Rent - Finley Station	3,700	450.15	4,624.29	125.0%	-924.29
54-60	Home Owners Prop. Tax Relief	4,600	4,550.43	9,088.46	0.0%	-4,488.46
54-70/90	State Aid	7,600	0.00	0.00	0.0%	7,600.00
68-60	Ambulance Revenue	675,000	72,335.99	649,987.78	96.3%	25,012.22
69-29	Measure "M" Special Tax	1,112,000	50,487.85	1,236,480.00	111.2%	-124,480.00
79-60	Sale of Fixed Assets	0	0.00	30,754.00	n/a	-30,754.00
79-90	Other/Miscellaneous Revenue	11,000	557.56	19,900.86	180.9%	-8,900.86
79-91	Cancelled Checks	0	0.00	12,817.18	n/a	-12,817.18
81-22	Operating Transfers In	147,650	0.00	480.00	0.3%	147,170.00
Total Revenue		2,860,453	227,219.49	2,989,703.66	104.5%	-129,250.66
	Transfer from (-to) Fund Balance	343,102	-191,258.97	-66,686.00	n/a	
Total Revenue/using reserves		3,203,555	35,960.52	2,923,017.66	91.2%	
Fund Balances						
Acct. #	General Fund - 354					
Unreserved	Fund Balance	1,496,407.55		10,964.00		1,507,371.55
01-00	Reserves - General	20,000	0.00	0.00		20,000.00
02-00	Petty Cash	150	0.00	0.00		150.00
00-00	Unreserved - General - Designated	200,000	0.00	0.00		200,000.00
04-00	Unreserved - Designated - Equip.	491,800	0.00	0.00		491,800.00
06-00	Unreserved - Designated - Buildings	206,118	0.00	0.00		206,118.00
2500	Unreserved - Designated - Medical	78,547	0.00	55,722.00		134,269.00
Total General Fund 354 Balance		2,493,022.55	0	66,686.00		2,559,708.55
Fire Mitigation Fund - 363						
			6/30/2022			
			This Month	YTD		
FY Beginning Fund Balance						419,419.36
42-01	Interest		0.00	671.43		671.43
66-15	Lake County Fire Mitigation		-958.00	5,370.00		5,370.00
66-16	Lakeport City Fire Mitigation		0.00	16,449.50		16,449.50
Total Fire Mitigation Fund 363 Balance			-958.00	22,490.93		441,910.29
Wells Fargo Checking Accounts						
				6/30/2022		
Ambulance					5,134.40	
Payroll					18,802.55	
CalPERS					66,034.32	
Total Wells Fargo Checking Accounts					89,971.27	

Lakeport Fire District

Lakeport, CA

This report was generated on 8/10/2022 3:43:49 PM



Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 07/01/2022 | End Date: 07/31/2022

D16.

Incident Date	Address	Incident Type
07/01/2022	SHIRLEY CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	S MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	SCOTTS VALLEY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	Highland Springs RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	S Main ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury
07/01/2022	ARMSTRONG ST, LAKEPORT, CA 95453	Motor vehicle accident with injuries
07/02/2022	Lakeshore BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/02/2022	Martin ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/02/2022	20TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/02/2022	Scotts Valley RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/02/2022	LAKEPORT BLVD, LAKEPORT, CA 95453	Hazardous condition, other
07/02/2022	PARALLEL DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/02/2022	MARTIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	7TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	ALDEN AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	SODA BAY RD, LAKEPORT, CA 95453	Trash or rubbish fire, contained
07/03/2022	OAK HILL CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	K ST, LAKEPORT, CA 95453	Gas leak (natural gas or LPG)
07/03/2022	RED FEATHER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	W 20 HWY, UPPER_LAKE, CA 95464	EMS call, excluding vehicle accident with injury
07/03/2022	S MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/03/2022	1ST ST, LAKEPORT, CA 95453	Public service
07/03/2022	S MAIN ST, LAKEPORT (KMART - LAKEPORT), CA 95453	Trash or rubbish fire, contained
07/04/2022	N Main ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/04/2022	CENTRAL PARK AVE, LAKEPORT, CA 95453	Motor vehicle accident with injuries
07/04/2022	ARMSTRONG ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/04/2022	N HIGH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/04/2022	RIGGS RD, LAKEPORT, CA 95453	Motor vehicle accident with no injuries.
07/05/2022	FS-LKP STATION 50, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/05/2022	EASTLAKE DR, Kelseyville, CA 95451	Dispatched & cancelled en route
07/05/2022	MARTIN ST, LAKEPORT (BELLA VISTA APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/05/2022	SINGLE SPRING DR, Kelseyville, CA 95451	EMS call, excluding vehicle accident with injury
07/05/2022	MARTIN ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/05/2022	16TH ST, LAKEPORT, CA 95453	False alarm or false call, other
07/05/2022	EASTLAKE DR, KELSEYVILLE, CA 95453	Public service
07/05/2022	PARALLEL DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/05/2022	WESTLAKE DR, KELSEYVILLE, CA 95453	Dispatched & cancelled en route
07/05/2022	STUBBS ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



07/06/2022	S HIGH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/06/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	Public service
07/06/2022	Whalen WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/06/2022	S MAIN ST, LAKEPORT (PIER 1900 MHP), CA 95453	Cooking fire, confined to container
07/06/2022	HELBUSH DR, LAKEPORT (LAKE COUNTY JAIL), CA 95453	EMS call, excluding vehicle accident with injury
07/06/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	Public service
07/06/2022	OAK PARK WAY, LAKEPORT, CA 95453	Outside rubbish fire, other
07/06/2022	SODA BAY RD, Lakeport, CA 95453	Building fire
07/07/2022	16TH ST, Lakeport, CA 95453	Building fire
07/07/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury
07/07/2022	E ROBINSON RANCHERIA RD, UPPER_LAKE, CA 95453	Dispatched & cancelled en route
07/08/2022	PAGE DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	BRYCE CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	CRAIG AVE, LAKEPORT (LAKEPORT POST ACUTE), CA 95453	Dispatched & cancelled en route
07/08/2022	W 20 HWY, UPPER_LAKE, CA 95453	Dispatched & cancelled en route
07/08/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	Lakeshore BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	MISSION RANCHERIA RD, LAKEPORT (BIG VALLEY RANCHERIA), CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	N FORBES ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	11TH ST, LAKEPORT (CVS PHARMACY- LAKEPORT), CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	Park ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/08/2022	W 20 HWY, UPPER_LAKE, CA 95453	Dispatched & cancelled en route
07/09/2022	MISSION RANCHERIA RD, LAKEPORT (KONOCTI VISTA CASINO RESORT), CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	RANCH CT, LAKEPORT, CA 95453	Public service
07/11/2022	FAIRVIEW WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	SCOTTS VALLEY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	ARBOR BRG N, Upper Lake, CA 95485	EMS call, excluding vehicle accident with injury
07/11/2022	STUBBS ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	LAKEPORT BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	Lakeshore BLVD, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/11/2022	E 20 HWY, Nice, CA 95464	EMS call, excluding vehicle accident with injury
07/12/2022	WILLOW POINT CAMPGROUND, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	ACKLEY RD, LAKEPORT, CA 95453	Public service
07/12/2022	Lakeshore BLVD, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	HILLSIDE CT, Kelseyville, CA 95451	Dispatched & cancelled en route
07/12/2022	S MAIN ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	LAKESHORE BLVD, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	Mission Rancheria, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	BEVINS CT, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/12/2022	Lang ST, Lakeport, CA 95453	Alarm system activation, no fire - unintentional
07/13/2022	MARTIN ST, LAKEPORT (BELLA VISTA APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/13/2022	OAK AVE, LAKEPORT, CA 95453	Dispatched & cancelled en route

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



07/13/2022	N FORBES ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/13/2022	CRAIG AVE, LAKEPORT (LAKEPORT POST ACUTE), CA 95453	Dispatched & cancelled en route
07/13/2022	BELLA VISTA APTS, LAKEPORT, CA 95453	Alarm system activation, no fire - unintentional
07/13/2022	Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/14/2022	HILL RD E, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/14/2022	THOMAS DR, Kelseyville, CA 95451	Dispatched & cancelled en route
07/14/2022	PARALLEL DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/14/2022	MCPAHON RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/14/2022	N Forbes ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/15/2022	Gaddy LN, KELSEYVILLE, CA 95451	Dispatched & cancelled en route
07/15/2022	Eleventh ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/15/2022	PARALLEL DR, LAKEPORT, CA 95453	Lock-out
07/15/2022	SCOTTS VALLEY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/15/2022	Highway 175, LAKEPORT, CA 95453	Motor vehicle accident with no injuries.
07/15/2022	CENTRAL PARK AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/15/2022	S Main ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/15/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	EMS call, excluding vehicle accident with injury
07/16/2022	Lange ST, LAKEPORT, CA 95453	Water problem, other
07/16/2022	S 29 HWY, Kelseyville, CA 95451	Dispatched & cancelled en route
07/16/2022	S Main, LAKEPORT, CA 95453	Public service
07/16/2022	3RD ST, LAKEPORT, CA 95453	Alarm system activation, no fire - unintentional
07/16/2022	PALM DR, LAKEPORT, CA 95453	Public service
07/16/2022	REEVES LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/16/2022	MISSION WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/17/2022	6th ST, Lakeport, CA 95453	Public service
07/17/2022	11th ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/18/2022	Craig AVE, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/18/2022	LAKEPORT BLVD, Lakeport, CA 95453	Alarm system activation, no fire - unintentional
07/18/2022	Lakeshore BLVD, Lakeport, CA 95453	Public service
07/18/2022	Main ST, Kelseyville, CA 95451	Dispatched & cancelled en route
07/18/2022	Park ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/18/2022	6TH ST, Lakeport, CA 95453	Public service
07/19/2022	BIG VALLEY RD, FINLEY, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	N HIGH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	SODA BAY RD, KELSEYVILLE, CA 95453	Dispatched & cancelled en route
07/19/2022	BOGGS LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	FAIRGROUNDS VILLAGE MHP, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	SODA BAY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	CLIPPER LN, LAKEPORT, CA 95453	Public service
07/19/2022	Lakeshore BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/19/2022	LAFFERTY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/20/2022	EASTLAKE DR, KELSEYVILLE, CA 95451	Dispatched & cancelled en route
07/20/2022	HILLSIDE CT, KELSEYVILLE, CA 95451	EMS call, excluding vehicle accident with injury
07/20/2022	N ESTEP ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/20/2022	Butte ST, NICE, CA 95464	Dispatched & cancelled en route
07/20/2022	KNOB ST, NICE, CA 95453	Building fire
07/21/2022	S MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury

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07/21/2022	1291 Craig Ave, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/21/2022	N MAIN ST, LAKEPORT (REGENCY INN), CA 95453	EMS call, excluding vehicle accident with injury
07/21/2022	5176 Hill Rd E., LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/21/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	EMS call, excluding vehicle accident with injury
07/22/2022	MARTIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/22/2022	11TH ST, LAKEPORT, CA 95453	Smoke scare, odor of smoke
07/22/2022	POOL ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/22/2022	LANGE ST, LAKEPORT (LAKEPORT ELEMENTARY SCHOOL), CA 95453	Alarm system activation, no fire - unintentional
07/22/2022	HIGHLAND SPRINGS RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	S MAIN ST, LAKEPORT (PIER 1900 MHP), CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	S MAIN ST, LAKEPORT (FERRELLGAS), CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	HICKORY AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	S MAIN ST, LAKEPORT (CLEARLAKE MARINA MHP), CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	GISELMAN ST, LAKEPORT (SUNSHINE MANOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/23/2022	Highland Springs RD, LAKEPORT, CA 95453	Alarm system activation, no fire - unintentional
07/24/2022	S STARR ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/24/2022	MARTIN ST, LAKEPORT (BELLA VISTA APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/24/2022	MARTIN ST, LAKEPORT (MARTIN STREET APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/24/2022	MARTIN ST, LAKEPORT (BELLA VISTA APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/24/2022	LAKESHORE BLVD, NICE, CA 95453	Dispatched & cancelled en route
07/24/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	Public service
07/24/2022	HIGHLAND SPRINGS RD, LAKEPORT, CA 95453	Public service
07/24/2022	PERKS MHP, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/24/2022	3RD ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	3RD ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	N BRUSH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	RED FEATHER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	BEVINS CT, LAKEPORT (LAKE COUNTY TRIBAL HEALTH), CA 95453	Dispatched & cancelled en route
07/25/2022	MARTIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	BEVINS CT, LAKEPORT (LAKE COUNTY TRIBAL HEALTH), CA 95453	Alarm system activation, no fire - unintentional
07/25/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	3RD ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	HIGHLAND SPRINGS RD, Lakeport, CA 95453	Brush or brush-and-grass mixture fire
07/25/2022	MARTIN STREET APTS, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/25/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	Dispatched & cancelled en route
07/25/2022	SODA BAY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	3RD AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	S POLK ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	SODA BAY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	N HIGH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	KEELING AVE, LAKEPORT, CA 95453	Public service
07/26/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



07/26/2022	FAIRGROUNDS VILLAGE MHP, LAKEPORT, CA 95453	Public service
07/26/2022	GISELMAN ST, LAKEPORT (SUNSHINE MANOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/26/2022	KIMBERLY LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	ROBIN HILL DR, LAKEPORT (STERLING SHORE ESTATES), CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	RANCH CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	SAFEWAY-LAKEPORT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	HELBUSH DR, LAKEPORT (LAKE CO ANIMAL CONTROL), CA 95453	Dispatched & cancelled en route
07/27/2022	RED FEATHER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/27/2022	S MAIN ST, LAKEPORT (DOLLAR GENERAL LAKEPORT), CA 95453	Lock-out
07/28/2022	WESTGATE PETROLEUM, LAKEPORT, CA 95453	Gas leak (natural gas or LPG)
07/28/2022	Lakeshore BLVD, LAKEPORT, CA 95453	Power line down
07/28/2022	LAFFERTY RD, LAKEPORT, CA 95453	Trash or rubbish fire, contained
07/29/2022	YELLOW HAMMER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	1291 Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	HIGHLAND SPRINGS RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	SAFEWAY-LAKEPORT, LAKEPORT, CA 95453	Dispatched & cancelled en route
07/29/2022	SAFEWAY-LAKEPORT, LAKEPORT, CA 95453	Alarm system activation, no fire - unintentional
07/29/2022	HELBUSH DR, LAKEPORT (LAKE COUNTY JAIL), CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	175 HWY, Lakeport, CA 95453	Motor vehicle accident with injuries
07/29/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	ALTERRA DR, LAKEPORT, CA 95453	Public service
07/29/2022	MARTIN ST, LAKEPORT (BELLA VISTA APTS), CA 95453	EMS call, excluding vehicle accident with injury
07/29/2022	ESPLANADE ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/30/2022	N Main ST, LAKEPORT, CA 85453	EMS call, excluding vehicle accident with injury
07/30/2022	Hill RD E, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/30/2022	11th ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
07/31/2022	16TH ST, Lakeport, CA 95453	Dispatched & cancelled en route
07/31/2022	Hwy 20/ Hwy 29, Upper Lake, CA 95485	Dispatched & cancelled en route
07/31/2022	Mission Rancheria RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/31/2022	PARK WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/31/2022	MARTIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/31/2022	5TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
07/31/2022	Lange ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury

Total incidents: 209

Lists the Incident Date, Street Name (including City, State, Zip), and Incident Type of incidents occurring within the given Date Range. Only Reviewed incidents are included.



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LAKEPORT FIRE PROTECTION DISTRICT
MONTHLY FLEET REPORT

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
	JULY	MILES	JULY	HOURS	JULY	HOURS	JULY	HOURS			
E5011	8,803	904	586	60	38.5	3.97			Jul-22	552	34 hr.
T5011	19,411	22	2,290	6	125.5	0.20	682.7	1.2	Aug-21	19,100	311 mi.
E5012	no display		15,825	56	1,066.0	1.30			Nov-21	15,364	461 hr.
E5031	20,078	83	1,304	11	179.0	1.00			Apr-18	17,200	2878 mi.
E5021	31,006	142	3,104	8					Jul-15	27,614	3392 mi.
M5011	91,721	89	5,040	9					Jul-22	91,719	2 mi.
M5012	91,631	1,888	4,909	112					Jul-22	90,520	1111 mi.
E5211	47,266	72	4,260	5	1,305.2	5.60			Oct-20	42,927	4339 mi.
WT5011	21,106	45							Jun-22	21,005	101 mi.
U5011	93,991	445									
C500	56,461	871							May-22	55,100	1361 mi.
STATION 50 GENERATOR			498.7	-							
E5011	2021 Pierce		Enforcer								
T5011	1999 Seagrave		Quint								
E5012	2003 Pierce		Dash	West Sac Engine							
E5031	2011 Intl.		Crimson	Spartan							
E5021	1998 Intl.		Opperman								
M5011	2014 Dodge		Braun								
M5012	2015 Dodge		Braun								
E5211	2001 Central States		Spartan								
WT5011	1984 Kenworth		Opperman								
U5011	2008 Dodge		Ram 1500								
C500	2015 Ford		F250								

July 11th 2022 ^{D16.}

Lakeport Fire Dept :

OUR HEARTFELT GRATITUDE TO THE MEMBERS OF YOUR DEPARTMENT FOR THE QUICK RESPONSE TO OUR KITCHEN SMOKE/FIRE CALL LAST WEEK. ALL PERFORMED THEIR DUTIES IN A MOST PROFESSIONAL MANNER AND THE DAMAGE WAS LIMITED. EVERYONE WAS COMPASSIONATE AND CONCERNED ABOUT THE INCIDENT AND OUR WELL BEING.

PLEASE ACCEPT THIS DONATION TO BE USED AS YOU SEE FIT. \$100

AGAIN, OUR SINCERE THANKS TO ALL.

7/6/2022

Capt. Mills

Barnett

Capt. Johnson

P. Bergem

A. Bergem

A. Abrams

Chief Grebil

Willie Guluarte

Linda Guluarte

& Zoey

G

Willie & Linda
GULUARTE
1900 S Main St. #5
Lakeport, CA 95453

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LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
Telephone: (707) 263-4396 Fax: (707) 263-7087
Web Site: www.lakeportfire.com



Daniel J. Grebil
Interim Fire Chief

Date: August 11, 2022
To: Board of Directors
From: Chief Grebil *DJG*
Subject: 2022/2023 Final vs. Preliminary/Recommended Budget

Recommendation

1. Scheduled Public Hearing for the adoption of the Final Budget for Fiscal Year 2022/2023 as presented:

354	General Fund	\$3,478,500
363	Fire Mitigation Fund	\$ 441,910

Public Hearing Process: Staff will make a summary of the proposed final budget vs. the adopted preliminary/recommended budget. The Board Chair will ask for public comment. Each speaker will be allowed three (3) minutes to have as much public input as possible. Upon completion of the public hearing, the matter will be brought before the Board.

2. Adopt the Final Budget for Fiscal Year 2022/2023 for the General Fund and Fire Mitigation Fund.

Background

Fire District Law requires the Board of Directors to adopt a preliminary budget before June 30th and a final budget by October 1st of each year. Lake County's Auditor-Controller requires a Recommended Budget be submitted by June 1st, (extended for us until June 15th, this year) and an Adopted Budget be submitted by August 26th.

General Fund - 354

Revenue

The Unreserved Fund, General Reserves and Unreserved/Designated Fund Balances and Board authorized adjustments are:

	<u>Beginning</u>		<u>Estimated Ending</u>
<u>Unreserved Fund Balance</u>	\$1,507,371.55	-\$706,431	\$800,940.55
<u>Reserves – General</u>	\$ 20,000		\$ 20,000
<u>Petty Cash</u>	\$ 150		\$ 150
<u>Unreserved – General – Designated (OPEB)</u>	\$200,000		\$200,000
<u>Unreserved – Designated – Equipment</u>	\$491,800	+\$358,200	\$850,000
<u>Unreserved – Designated – Buildings</u>	\$206,118	-\$130,000	\$ 76,118
<u>Unreserved – Designated – Medical</u>	\$134,269	+\$ 65,731	\$200,000
<u>Total General Fund 354 Balance</u>	\$2,559,708.55		\$2,147,208.55

Property Taxes and the Measure “M” Special Tax are estimated based on information received from the Auditor-Controller’s Office and from our Special Tax/Direct Assessment Consultant. Redevelopment transfers, property tax administration fees and LAFCO operating costs are deducted from our Current Secured Taxes and are reflected in the budgeted amounts.

Ambulance Revenue is estimated slightly higher due to an estimated increase in GEMT/IGT reimbursements.

Revenue from Strike Teams/Fire Assistance Agreements is budgeted at \$25,000, and offset in the budget as an overtime expenditure.

Expenditures

The Salaries and Benefits budget was decreased by \$70,000, and includes the 3% Cost of Living Adjustment (COLA) for the represented career Firefighters effective July 1, 2022, includes the publicly adopted salary schedule and planned merit increases. Overtime and Holiday Pay has been adjusted for the increases. There is \$25,000 of overtime budgeted for strike team assignments. All thirteen safety positions are funded as well as one+ Administrative/Finance position. Health insurance was reduced to account for the employee paid portion. Volunteer Length Of Service Award Program (LOSAP) is budgeted for \$16,000. The District’s current unemployment insurance rate is 0%. Retiree health insurance was adjusted to \$52,000.

The Services and Supplies budget was increased by \$200,395. This includes \$26,000, in Professional & Specialized Services for the Measure “M” Special Tax/Direct Assessment Survey, a redesign of our website and two vs. one annual audit payments. \$10,000, for the final of five lease/purchase payments for portable radios that was missed in the pre-budget, \$9,000, for fire hose replacement, \$30,000, for GEMT/IGT and EMS System Analysis Consultant (1/5 County Fire Chief’s share), \$130,000, for flooring and roofing of Station 50, \$5,000, for desktop PC replacements and \$50,000, for a replacement Fire Chief vehicle.

The recommended budget is balanced by using \$227,500, vs. pre-budget \$397,105, from the Unreserved Fund Balance and \$130,000, operating transfer from the Unreserved – Designated – Buildings Fund.

Fire Mitigation Fund - 383

The beginning fund balance as of July 1, 2022, is \$441,910.29.

Final Budget vs. Preliminary Budget

	General Fund - 354	Final	Preliminary	Difference
Account #	APPROPRIATIONS	Budget	Budget	
01-11	Salaries - Permanent	1,082,000	1,070,000	12,000.00
01-12	Extra Help	75,000	84,000	-9,000.00
01-13	Overtime - Holiday -	275,000	275,000	0.00
02-21	Social Security - Medicare	25,000	26,000	-1,000.00
02-22	CalPERS	400,000	400,000	0.00
03-30	Health/Life Insurance	400,000	450,000	-50,000.00
03-31	Unemployment Insurance	0	15,000	-15,000.00
03-35	Retiree Other Post Emp. Benefits	52,000	59,000	-7,000.00
04-00	Workers Compensation	66,000	66,000	0.00
Total Salaries and Benefits		2,375,000	2,445,000	-70,000.00
11-00	Clothing & Personal Supplies	50,000	53,450	-3,450.00
12-00	Communications	100,000	100,000	0.00
14-00	Household Expense	7,000	7,500	-500.00
15-10	Insurance - Prop., Auto and Eq.	24,500	24,500	0.00
15-12	Insurance - Public Liability	64,500	64,500	0.00
17-00	Maintenance - Equipment	100,000	100,000	0.00
18-00	Maintenance - Buildings & Grounds	35,000	35,000	0.00
19-40	Medical Supplies	50,000	50,000	0.00
20-00	Memberships	10,000	10,000	0.00
22-70	Office Supplies	7,000	7,000	0.00
22-71	Postage	1,000	1,000	0.00
22-72	Books & Periodicals	1,500	1,500	0.00
23-80	Professional & Specialized Services	91,000	65,000	26,000.00
24-00	Publications & Legal Notices	845	1,000	-155.00
25-00	Rents & Leases - Equipment	31,000	21,000	10,000.00
26-00	Rents & Leases - Buildings	5	5	0.00
27-00	Small Tools & Instruments	13,000	13,000	0.00
28-30	Supplies & Services	64,000	55,000	9,000.00
28-48	Ambulance Expenses	107,500	77,500	30,000.00
29-50	Transportation & Travel	4,500	5,000	-500.00
30-00	Utilities	75,000	75,000	0.00
42-10	Notes & Loans/P&I	61,000	61,000	0.00
48-00	Taxes & Assessments	150	150	0.00
61-60	Capital Bldgs & Improv. Prior	130,000	0	130,000.00
62-71	Capital Equipment Office	5,000	0	5,000.00
62-72	Capital Equipment Vehicles	50,000	0	50,000.00
62-74	Capital Equipment Other	20,000	20,000	0.00
90-91	Contingencies	0	0	0.00
Total Services, Supplies and Capital Expenses		1,103,500	848,105	255,395.00
Total Fire Protection		3,478,500	3,293,105	185,395.00

Final Budget vs. Preliminary Budget

General Fund - 354		Final	Preliminary	Difference	
Account #	REVENUES	Budget	Budget		
10-10	Current Secured Taxes	973,000	900,000	73,000.00	
10-20	Current Unsecured Taxes	21,000	25,000	-4,000.00	
10-25	Supplemental Roll Taxes - Current	12,000	12,000	0.00	
10-35	Supplemental Roll Taxes - Prior	3,000	3,000	0.00	
10-40	Prior Unsecured Taxes	1,100	1,100	0.00	
21-60	Permits	12,500	12,500	0.00	
42-01	Interest	2,000	1,000	1,000.00	
42-10	Rent - Finley Station	5,400	5,400	0.00	
54-60	Home Owners Prop. Tax Relief	9,000	9,000	0.00	
54-70/90	State Aid	25,000	25,000	0.00	
68-60	Ambulance Revenue	700,000	675,000	25,000.00	
69-29	Measure "M" Special Tax	1,275,000	1,200,000	75,000.00	
79-60	Sale of Fixed Assets	0	0	0.00	
79-90	Other/Miscellaneous Revenue	27,000	27,000	0.00	
79-91	Cancelled Checks	0	0	0.00	
81-22	Operating Transfers In	180,000	0	180,000.00	
Total Revenue		3,246,000	2,896,000	350,000.00	
	Transfer from (-to) Fund Balance	232,500	397,105	-164,605.00	
Total Revenue/using reserves		3,478,500	3,293,105	185,395.00	
Fund Balances					
Acct. #	General Fund - 354	6/30/2022	Final Budget	Difference	Balances
	Unreserved Fund Balance	1,507,371.55	(706,431)	164,605	800,940.55
01-00	Reserves - General	20,000	0.00	0.00	20,000.00
02-00	Petty Cash	150	0.00	0.00	150.00
00-00	Unreserved - General - Designated	200,000	0.00	0.00	200,000.00
04-00	Unreserved - Designated - Equip.	491,800	358,200	-50,000	850,000.00
06-00	Unreserved - Designated - Buildings	206,118	-130,000	-130,000	76,118.00
2500	Unreserved - Designated - Medical	134,269	65,731	0.00	200,000.00
Total General Fund 354 Balance		2,559,708.55	-412,500	-15,395	2,147,208.55
Fire Mitigation Fund - 363					
		6/30/2022			
Total Fire Mitigation Fund Balance		441,910.29			

E2

SMITH & NEWELL

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

In planning and performing our audit of the financial statements of Lakeport Fire Protection District, (District) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, we considered the District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The appendix that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated June 21, 2022 on the financial statements of the District.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with District management, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the District and is not intended to be, and should not be, used by anyone other than these specified parties.



Smith & Newell CPAs
Yuba City, California
June 21, 2022

LAKEPORT FIRE PROTECTION DISTRICT
Appendix A: Management Letter Comments
For the Year Ended June 30, 2021

CURRENT YEAR FINDING AND RECOMMENDATION

Appropriations Limit

Criteria

Section 1.5 of Article XIII B of the California Constitution requires that an Appropriations Limit be calculated and adopted by governmental entities.

Condition

We noted that the District did not calculate the Appropriations Limit correctly and the Board adopted an incorrect Limit.

Cause

The initial calculation of the Appropriations Limit submitted to the Board was incorrect.

Effect

The Board adopted an Appropriations Limit of \$2,190,996, the correctly calculated Appropriations Limit was \$2,169,396.

Questioned Cost

No questioned costs were identified as a result of our procedures.

Context

Not applicable.

Repeat Finding

This is a repeat of a prior year finding.

Recommendation

We recommend that the District continue to monitor the Appropriations subject to the Limit to ensure that it is correctly calculated each year.

Views of Responsible Officials and Planned Corrective Action

Refer to separate Management's Corrective Action Plan for views of responsible officials and management's responses.

**LAKEPORT FIRE PROTECTION DISTRICT
Appendix B: Status of Prior Year Recommendations
For the Year Ended June 30, 2021**

STATUS OF PRIOR YEAR RECOMMENDATION

Appropriations Limit

Prior Year Recommendation

We recommend that the District continue to monitor the Appropriations subject to the Limit to ensure that it is correctly calculated each year.

Status

Not Implemented

LAKEPORT FIRE PROTECTION DISTRICT
Appendix C: Management's Corrective Action Plan
For the Year Ended June 30, 2021

Appropriations Limit

We recommend that the District continue to monitor the Appropriations subject to the Limit to ensure that it is correctly calculated each year.

Management's Response: We believe that the District is exempt from the requirements of Section 1.5 of Article XIII B of the California Constitution.

Responsible Individual: Dan Grebil, Interim Fire Chief

Corrective Action Plan: We are in the process of working with the County Assessor's Office in determining if the District is exempt from the requirements of Section 1.5 of Article XIII B of the California Constitution.

Anticipated Completion Date: July 31, 2022

**LAKEPORT FIRE
PROTECTION DISTRICT,
CALIFORNIA**

**FINANCIAL STATEMENTS
TOGETHER WITH
INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED
JUNE 30, 2021**

**LAKEPORT FIRE PROTECTION DISTRICT
Annual Financial Report
For the Year Ended June 30, 2021**

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INTRODUCTORY SECTION

- **List of Officials**

LAKEPORT FIRE PROTECTION DISTRICT
List of Officials
For the Year Ended June 30, 2021

Board of Directors

John Whitehead	Chairman
Bill Gabe	Vice Chairman
Gary Deas	Director
Andy Lucas	Director
Alan Flora	Director

FINANCIAL SECTION

- **Independent Auditor's Report**
- **Basic Financial Statements**
- **Supplementary Information**

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the governmental activities and each major fund of Lakeport Fire Protection District, California (District), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1C; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and each major fund of the District as of June 30, 2021, and the respective changes in modified cash basis financial position, thereof for the year then ended in accordance with the modified cash basis of accounting described in Note 1C.

Basis of Accounting

We draw attention to Note 1C of the financial statements that describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The District Pension Plan information, District OPEB Plan information and budgetary comparison information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole, on the basis of accounting described in Note 1C.

The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 21, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.



Smith & Newell CPAs
Yuba City, California
June 21, 2022

Basic Financial Statements

- **Government-Wide Financial Statements**

LAKEPORT FIRE PROTECTION DISTRICT
Modified Cash Basis Statement of Net Position
June 30, 2021

	<u>Total Governmental Activities</u>
ASSETS	
Cash and investments	\$ 2,827,226
Capital assets:	
Non-depreciable	702,879
Depreciable, net	<u>1,008,802</u>
Total capital assets	<u>1,711,681</u>
Total Assets	<u>4,538,907</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred pension adjustments	706,204
Deferred OPEB adjustments	<u>445,863</u>
Total Deferred Outflows of Resources	<u>1,152,067</u>
LIABILITIES	
Long-term liabilities:	
Due within one year	118,214
Due in more than one year	9,451
Net pension liability	2,744,633
Net OPEB liability	<u>1,875,734</u>
Total Liabilities	<u>4,748,032</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred pension adjustments	404,718
Deferred OPEB adjustments	<u>273,392</u>
Total Deferred Inflows of Resources	<u>678,110</u>
NET POSITION	
Net investment in capital assets	1,658,102
Restricted for capital projects	419,350
Unrestricted	<u>(1,812,620)</u>
Total Net Position	<u>\$ 264,832</u>

The notes to the basic financial statements are an integral part of this statement.

LAKEPORT FIRE PROTECTION DISTRICT
Modified Cash Basis Statement of Activities
For the Year Ended June 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>		<u>Total Governmental Activities</u>
Governmental activities:					
Public protection	\$ 2,953,601	\$ 2,361,388	\$ 12,243	\$ 160,684	\$ (419,286)
Interest on long-term debt	4,040	-	-	-	(4,040)
Total Governmental Activities	<u>2,957,641</u>	<u>2,361,388</u>	<u>12,243</u>	<u>160,684</u>	<u>(423,326)</u>
Total	<u>\$ 2,957,641</u>	<u>\$ 2,361,388</u>	<u>\$ 12,243</u>	<u>\$ 160,684</u>	<u>(423,326)</u>
General revenues:					
Taxes:					
Property taxes					915,903
Interest and investment earnings					12,538
Miscellaneous					35,698
					<u>964,139</u>
					Change in Net Position
					540,813
					Net Position - Beginning
					<u>(275,981)</u>
					Net Position - Ending
					<u>\$ 264,832</u>

The notes to the basic financial statements are an integral part of this statement.

Basic Financial Statements

- **Fund Financial Statements**

LAKEPORT FIRE PROTECTION DISTRICT
Modified Cash Basis Balance Sheet
Governmental Funds
June 30, 2021

	General	Mitigation Fees	Totals
ASSETS			
Cash and investments	\$ 2,407,876	\$ 419,350	\$ 2,827,226
Total Assets	\$ 2,407,876	\$ 419,350	\$ 2,827,226
LIABILITIES			
Accounts payable	\$ -	\$ -	\$ -
Total Liabilities	-	-	-
FUND BALANCES			
Restricted	-	419,350	419,350
Assigned	976,465	-	976,465
Unassigned	1,431,411	-	1,431,411
Total Fund Balances	2,407,876	419,350	2,827,226
Total Liabilities and Fund Balances	\$ 2,407,876	\$ 419,350	\$ 2,827,226

The notes to the basic financial statements are an integral part of this statement.

LAKEPORT FIRE PROTECTION DISTRICT
Reconciliation of the Governmental Funds Modified Cash Basis
Balance Sheet to the Government-Wide Modified Cash Basis
Statement of Net Position - Governmental Activities
June 30, 2021

Total Fund Balance - Total Governmental Funds	\$ 2,827,226
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet.	1,711,681
Deferred outflows of resources related to pension and OPEB are not reported in the governmental funds.	1,152,067
Deferred inflows of resources related to pension and OPEB are not reported in the governmental funds.	(678,110)
Certain liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.	
Capital leases payable	(53,579)
Compensated absences	(74,086)
Net pension liability	(2,744,633)
Net OPEB liability	(1,875,734)
Net Position of Governmental Activities	<u>\$ 264,832</u>

The notes to the basic financial statements are an integral part of this statement.

LAKEPORT FIRE PROTECTION DISTRICT
Modified Cash Basis Statement of Revenues,
Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2021

	General	Mitigation Fees	Totals
REVENUES			
Taxes	\$ 915,903	\$ -	\$ 915,903
Licenses and permits	10,054	-	10,054
Use of money and property	11,213	1,325	12,538
Intergovernmental revenues	172,927	-	172,927
Charges for services	2,219,654	131,680	2,351,334
Other revenues	35,698	-	35,698
Total Revenues	3,365,449	133,005	3,498,454
EXPENDITURES			
Current public protection:			
Salaries and benefits	1,922,872	-	1,922,872
Services and supplies	708,871	-	708,871
Debt service:			
Principal	42,443	-	42,443
Interest and other charges	4,040	-	4,040
Capital Outlay	412,609	-	412,609
Total Expenditures	3,090,835	-	3,090,835
Excess of Revenues Over (Under) Expenditures	274,614	133,005	407,619
OTHER FINANCING SOURCES (USES)			
Transfers in	2,308	-	2,308
Transfers out	-	(2,308)	(2,308)
Total Other Financing Sources (Uses)	2,308	(2,308)	-
Net Change in Fund Balances	276,922	130,697	407,619
Fund Balances - Beginning	2,130,954	288,653	2,419,607
Fund Balances - Ending	\$ 2,407,876	\$ 419,350	\$ 2,827,226

The notes to the basic financial statements are an integral part of this statement.

LAKEPORT FIRE PROTECTION DISTRICT
Reconciliation of the Modified Cash Basis Statement of
Revenues, Expenditures and Changes in Fund Balances of
Governmental Funds to the Government-Wide Modified Cash
Basis Statement of Activities - Governmental Activities
For the Year Ended June 30, 2021

Net Change in Fund Balances - Total Governmental Funds	\$ 407,619
 Amounts reported for governmental activities in the Statement of Activities are different because:	
 Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Expenditures for capital outlay	412,609
Less current year depreciation	(120,844)
 Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	
Principal retirements	42,443
 Certain changes in deferred outflows and deferred inflows of resources reported in the Statement of Activities relate to long-term liabilities and are not reported in the governmental funds.	
Change in deferred outflows of resources related to pension	(193,412)
Change in deferred outflows of resources related to OPEB	216,563
Change in deferred inflows of resources related to pension	369,014
Change in deferred inflows of resources related to OPEB	105,436
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.	
Change in compensated absences	29,622
Change in net pension liability	(279,587)
Change in net OPEB liability	(448,650)
 Change in Net Position of Governmental Activities	 <u>\$ 540,813</u>

The notes to the basic financial statements are an integral part of this statement.

Basic Financial Statements

- **Notes to Modified Cash Basis Financial Statements**

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Lakeport Fire Protection District was organized pursuant to Section 14001-14314 of the California Health and Safety Code. The Local Agency Formation Commission of Lake Co. (LAFCO) Certificate of Completion for the annexation of the City of Lakeport Fire Department by the Lakeport County Fire Protection District was dated July 2, 1999 and was recorded on November 22, 1999. In November 2002, the Board of Directors approved changing the District's name to the Lakeport Fire Protection District. The District provides fire protection services to the Lakeport and Finley areas of Lake County.

Component Units

Generally accepted accounting principles require government financial statements to include the primary government and its component units. Component units of a governmental entity are legally separate entities for which the primary government is considered to be financially accountable and for which the nature and significance of their relationship with the primary government are such that exclusion would cause the combined financial statements to be misleading. The primary government is considered to be financially accountable if it appoints a majority of an organization's governing body and is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government.

Based on the application of the criteria set forth by the Governmental Accounting Standards Board, management has determined that there are no component units of the District.

Joint Agencies

The District is a member of the Golden State Risk Management Authority (GSRMA). GSRMA is a joint powers authority organized for the purpose of providing services and other functions necessary and appropriate for the creation, operation, and maintenance of liability, workers' compensation, property and other risk pooling and coverage plans for its members. GSRMA began operations on July 1, 1979, and has continued without interruption since that time. GSRMA is composed of member agencies consisting of cemetery districts, cities, counties, fire districts, school districts and special districts and is governed by a board of directors appointed by the members. Complete audited financial statements can be obtained from GSRMA's office at P.O. Box 706, Willows, CA 95988. The District is not financially accountable for this organization and therefore it is not a component unit under Statement Nos. 14, 39 and 61 of the Governmental Accounting Standards Board.

B. Basis of Presentation

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information on all of the activities of the District. These statements include the financial activities of the overall District. Eliminations have been made to minimize the double counting of internal activities. These statements report the governmental activities of the District, which are normally supported by taxes and intergovernmental revenues. The District had no business-type activities at June 30, 2021.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (Continued)

Government-Wide Financial Statements (Continued)

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and therefore, are clearly identifiable to a particular function. Program revenues include 1) charges paid by the recipients of goods and services offered by the program, 2) operating grants and contributions, and 3) capital grants and contributions. Taxes and other items not properly included among program revenues are presented instead as general revenues.

Fund Financial Statements

Fund financial statements of the District are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures. The funds of the District are organized into the governmental category. The emphasis is placed on major funds within the governmental category.

The District reports the following major governmental funds:

- The General fund is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the District.
- The Mitigation Fees fund is a special revenue fund used to account for revenues and expenditures related to mitigation fees. Funding comes primarily from mitigation fees collected and interest earnings.

C. Basis of Accounting and Measurement Focus

The government-wide financial statements are reported using the economic resources measurement focus and the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles (GAAP). This basis of presentation differs from accounting principles generally accepted in the United States of America in that certain revenues are recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Such variances are presumed to be material. However, similar to financial statements prepared in accordance with GAAP, these financial statements reflect the capitalized cost of equipment and related depreciation, and long-term debt.

Governmental funds are reported using the current financial resources measurement focus, within the limitations of the modified cash basis of accounting. In the governmental funds general capital asset acquisitions are reported as expenditures and proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

D. Non-Current Governmental Assets/Liabilities

Non-current governmental assets and liabilities, such as capital assets and long-term liabilities, are reported in the governmental activities column in the government-wide Statement of Net Position.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Cash and Investments

The District pools cash and investments, other than cash on hand and cash in checking accounts, with the County of Lake. The Lake County Treasury is an external investment pool for the District and the District is considered an involuntary participant. The District's share in this pool is displayed in the accompanying financial statements as cash and investments.

Participant's equity in the investment pool is determined by the dollar amount of participant deposits, adjusted for withdrawals and distributed investment income. Investment income is determined on an amortized cost basis. Interest payments, accrued interest, accreted discounts, amortized premiums and realized capital gains and losses, net of administrative fees, are apportioned to pool participants every quarter. This method differs from the fair value method used to value investments in these financial statements as unrealized gains and losses are not apportioned to pool participants.

F. Inventory

Inventories are recorded as expenditures at the time the inventory is purchased rather than when consumed. Records are not maintained of inventory and supplies on hand, although these amounts are not considered material.

G. Capital Assets

Capital assets, which include property, plant and equipment, are defined by the District as assets with a cost of more than \$5,000. Capital assets are recorded at historical or estimated historical cost if actual historical cost is unavailable. Contributed capital assets are recorded at their acquisition value at the date of donation.

Capital assets used in operations are depreciated or amortized using the straight-line method over the assets' estimated useful lives in the government-wide financial statements. The range of estimated useful lives by type of asset is as follows:

<u>Depreciable Asset</u>	<u>Estimated Lives</u>
Equipment	5 to 20 years
Structure and improvements	10 to 25 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts and any resulting gain or loss is included in the results of operations.

H. Property Tax

Lake County is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County of Lake up to one percent of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Property Tax (Continued)

The valuation/lien date for all taxes is January 1. Secured property tax is due in two installments, the first is due November 1 and delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Unsecured property tax is due on March 1 and becomes delinquent if unpaid on August 31.

The County uses the alternative method of property tax apportionment known as the "Teeter Plan". Under this method of property tax apportionment, the County remits the entire amount levied and handles all delinquencies, retaining interest and penalties.

I. Interfund Transactions

Interfund transactions are reflected as either loans, services provided or used, reimbursements or transfers.

Loans reported as receivables and payables are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans) as appropriate and are subject to elimination upon consolidation. Advances between funds, as reported in the fund financial statements, are offset by a nonspendable fund balance account in applicable governmental funds to indicate that they are not in spendable form.

Services provided or used, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. These services provide information on the net cost of each government function and therefore are not eliminated in the process of preparing the government-wide statement of activities.

Reimbursements occur when the funds responsible for particular expenditures or expenses repay the funds that initially paid for them. Such reimbursements are reflected as expenditures or expenses in the reimbursing fund and reductions to expenditures or expenses in the reimbursed fund.

All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide presentation.

J. Compensated Absences

The District has adopted the requirements for recording compensated absences as outlined in GASB Statement No. 16. The District's policy regarding compensated absences is to permit employees to accumulate earned but unused vacation and sick leave. In the government-wide financial statements the accrued compensated absences is recorded as an expense and related liability, with the current portion estimated based on historical trends. In the governmental fund financial statements, the expenditures and liabilities related to those obligations are recognized only when they mature. The District includes its share of Medicare taxes payable on behalf of the employees in the accrual for compensated absences.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Pension

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pension, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Measurement Period	July 1, 2019 to June 30, 2020

L. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's plan (OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB Statement No. 75.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	July 1, 2020
Measurement Date	June 30, 2021
Measurement Period	July 1, 2020 to June 30, 2021

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then. The District has two items that qualify for reporting in this category. These items relate to the outflows from changes in the net pension liability and net OPEB liability and are reportable on the Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District has two items that qualify for reporting in this category. These items relate to the inflows from changes in the net pension liability net OPEB liability and are reportable on the Statement of Net Position.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Estimates

The preparation of basic financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

O. Implementation of Governmental Accounting Standards Board (GASB) Statements

The following Governmental Accounting Standards Board (GASB) Statements have been implemented, if applicable, in the current financial statements.

Statement No. 84, "Fiduciary Activities." The requirements of this statement are effective for periods beginning after December 15, 2019. The District does not have any fiduciary activities to report for the year ended June 30, 2021.

Statement No. 90, "Majority Equity Interest." In September 2018, the GASB issued Statement No. 90, an amendment of GASB Statements No. 14 and No. 61. The requirements of this statement will take effect for financial statement starting with the fiscal year that ends June 30, 2021. The District does not have any majority equity interests to report for the year ended June 30, 2021.

P. Future Accounting Pronouncements

The following GASB Statements will be implemented, if applicable, in future financial statements:

Statement No. 87 "Leases" The requirements of this statement are effective for periods beginning after June 15, 2021. (FY 21/22)

Statement No. 89 "Accounting for Interest Cost Incurred Before the End of a Construction Period" The requirements of this statement are effective for periods beginning after December 15, 2020. (FY 21/22)

Statement No. 91 "Conduit Debt Obligations" The requirements of this statement are effective for periods beginning after December 15, 2021. (FY 22/23)

Statement No. 92 "Omnibus 2020" The requirements of this statement are effective for periods beginning after June 15, 2021. (FY 21/22)

Statement No. 93 "Replacement of Interbank Offered Rates" The requirements of this statement are effective for periods beginning after June 15, 2021. (FY 21/22)

Statement No. 94 "Public-Private and Public-Public Partnerships and Availability Payment Arrangements" The requirements of this statement are effective for periods beginning after June 15, 2022. (FY 22/23)

Statement No. 96 "Subscription-Based Information Technology Arrangements" The requirements of this statement are effective for periods beginning after June 15, 2022. (FY 22/23)

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Future Accounting Pronouncements (Continued)

Statement No. 97 "Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans" The requirements of this statement are effective for periods beginning after June 15, 2021. (FY 21/22)

NOTE 2: CASH AND INVESTMENTS

A. Financial Statement Presentation

As of June 30, 2021, the District's cash and investments consisted of the following:

Cash:	
Cash on hand	\$ 150
Deposits (less outstanding checks)	<u>2,500</u>
Total Cash	<u>2,650</u>
Investments:	
Lake County Treasurer's Pool	<u>2,824,576</u>
Total Investments	<u>2,824,576</u>
Total Cash and Investments	<u>\$ 2,827,226</u>

B. Cash

At year end, the carrying amount of the District's cash deposits (including amounts in checking accounts) was \$2,500 and the bank balance was \$155,664. The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit. In addition, the District had cash on hand of \$150.

Custodial Credit Risk for Deposits - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. The District complies with the requirements of the California Government Code. Under this code, deposits of more than \$250,000 must be collateralized at 105 percent to 150 percent of the value of the deposit to guarantee the safety of the public funds. As of June 30, 2021, the entire amount of the District's deposits were insured by the Federal Deposit Insurance Corporation (FDIC).

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 2: CASH AND INVESTMENTS (CONTINUED)

C. Investments

The District does not have a formal investment policy. At June 30, 2021, all investments of the District were in the County of Lake investment pool. Under the provisions of the County's investment policy and the California Government Code, the County may invest or deposit in the following:

- Bankers' Acceptances
- Commercial Paper
- Local Agency Investment Fund (LAIF)
- Mutual Funds
- Medium-Term Corporate Notes
- Negotiable Certificates of Deposit
- Repurchase Agreements
- Securities of the Federal Government or its Agencies
- State of California Obligations
- Local Agency Bonds
- Treasury Obligations
- Obligations of California Local Agencies

Fair Value of Investments - The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs

The District's position in external investment pools is in itself regarded as a type of investment and looking through to the underlying investments of the pool is not appropriate. Therefore, the District's investment in external investment pools is not recognized in the three-tiered fair value hierarchy described above.

At June 30, 2021, the District had the following recurring fair value measurements:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Investments by Fair Value Level				
None	\$ -	\$ -	\$ -	\$ -
Total Investments Measured at Fair Value	-	\$ -	\$ -	\$ -
Investments in External Investment Pool				
Lake County Treasurer's Pool	<u>2,824,576</u>			
Total Investments	<u>\$ 2,824,576</u>			

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 2: CASH AND INVESTMENTS (CONTINUED)

C. Investments (Continued)

Interest Rate Risk - Interest rate risk is the risk of loss due to the fair value of an investment falling due to interest rates rising. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. To limit exposure to fair value losses resulting from increases in interest rates, the County's investment policy limits investment maturities to a term appropriate to the need for funds so as to permit the County to meet all projected obligations.

Credit Risk - Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County's investment policy sets specific parameters by type of investment to be met at the time of purchase. As of June 30, 2021, the District's investments were all held with the County of Lake investment pool which is not rated by a nationally recognized statistical rating organization.

Custodial Credit Risk - Custodial credit risk for investments is the risk that, in the event of the failure of a depository financial institution, the District will not be able to recover its deposits or collateral securities that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect investments in securities through the use of mutual funds or government investment pools.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer of securities. When investments are concentrated in one issuer, this concentration presents a heightened risk of potential loss. State law and the investment policy of the County contain limitations on the amount that can be invested in any one issuer. All investments of the District are in the Lake County investment pool which contains a diversification of investments.

D. Investments in External Pool

The Lake County Pooled Investment Fund is a pooled investment fund program governed by the County which monitors and reviews the management of public funds maintained in the investment pool in accordance with the County investment policy and the California Government Code. The Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the Board of Supervisors every month. The report covers the type of investments in the pool, maturity dates, par value, actual cost and fair value. Investments in the Lake County Pooled Investment fund are regarded as highly liquid as deposits and withdrawals can be made at any time without penalty. The Pool does not impose a maximum investment limit. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. The County of Lake's financial statements may be obtained by contacting the County of Lake Auditor-Controller's office at 255 North Forbes Street, Lakeport, CA 95453.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 3: CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2021, was as follows:

	<u>Balance</u> <u>July 1, 2020</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2021</u>
Capital Assets, Not Being Depreciated:				
Land	\$ 502,879	\$ 200,000	\$ -	\$ 702,879
Total Capital Assets, Not Being Depreciated	<u>502,879</u>	<u>200,000</u>	<u>-</u>	<u>702,879</u>
Capital Assets, Being Depreciated:				
Buildings and improvements	685,029	-	-	685,029
Equipment	<u>2,017,902</u>	<u>212,609</u>	<u>-</u>	<u>2,230,511</u>
Total Capital Assets, Being Depreciated	<u>2,702,931</u>	<u>212,609</u>	<u>-</u>	<u>2,915,540</u>
Less Accumulated Depreciation For:				
Buildings and improvements	(467,950)	(13,701)	-	(481,651)
Equipment	<u>(1,317,944)</u>	<u>(107,143)</u>	<u>-</u>	<u>(1,425,087)</u>
Total Accumulated Depreciation	<u>(1,785,894)</u>	<u>(120,844)</u>	<u>-</u>	<u>(1,906,738)</u>
Total Capital Assets, Being Depreciated, Net	<u>917,037</u>	<u>91,765</u>	<u>-</u>	<u>1,008,802</u>
Total Capital Assets, Net	<u>\$ 1,419,916</u>	<u>\$ 291,765</u>	<u>\$ -</u>	<u>\$ 1,711,681</u>

Depreciation

Depreciation expense was charged to governmental activities as follows:

Public Protection	<u>\$ 120,844</u>
Total Depreciation Expense	<u>\$ 120,844</u>

NOTE 4: INTERFUND TRANSACTIONS

Due To/From Other Funds

Transfers are indicative of funding for capital projects, lease payments or debt service and re-allocations of special revenues. The following are the interfund transfer balances as of June 30, 2021:

	<u>Transfers In</u>	<u>Transfers Out</u>
General fund	\$ 2,308	\$ -
Mitigation fees	<u>-</u>	<u>2,308</u>
Total	<u>\$ 2,308</u>	<u>\$ 2,308</u>

NOTE 5: LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2021:

<u>Type of Indebtedness</u>	<u>Balance</u> <u>July 1, 2020</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2021</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Capital leases	\$ 96,022	\$ -	(\$ 42,443)	\$ 53,579	\$ 44,128
Compensated absences	<u>103,708</u>	<u>155,905</u>	<u>(185,527)</u>	<u>74,086</u>	<u>74,086</u>
Total	<u>\$ 199,730</u>	<u>\$ 155,905</u>	<u>(\$ 227,970)</u>	<u>\$ 127,665</u>	<u>\$ 118,214</u>

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 6: LEASES

Operating Leases

Rental expenses incurred under operating leases are not considered material.

Capital Leases

The District has entered into certain capital lease agreements under which the related equipment will become the property of the District when all terms of the lease agreements are met.

	<u>Stated Interest Rate</u>	<u>Present Value of Remaining Payments at June 30, 2021</u>
Governmental activities	1.85-2.69%	\$ <u>53,579</u>
Total Capital Lease Obligations		\$ <u>53,579</u>

Equipment and related accumulated depreciation under capital leases are as follows:

	<u>Governmental Activities</u>
Equipment	\$ 295,995
Less: accumulated depreciation	(<u>207,196</u>)
Net Value	\$ <u>88,799</u>

As of June 30, 2021, capital lease annual amortization is as follows:

<u>Year Ended June 30</u>	<u>Governmental Activities</u>
2022	\$ 46,483
2023	<u>10,049</u>
Total Requirements	56,532
Less: Interest	(<u>2,953</u>)
Present Value of Remaining Payments	\$ <u>53,579</u>

NOTE 7: NET POSITION

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- **Net investment in capital assets** - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 7: NET POSITION (CONTINUED)

- **Restricted net position** - consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. These principally include restrictions for capital projects, debt service requirements and other special revenue fund purposes.
- **Unrestricted net position** - all other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

Net Position Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources, a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted net position are available, it is considered that restricted resources are used first, followed by the unrestricted resources.

NOTE 8: FUND BALANCES

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2021, fund balance for governmental funds is made up of the following:

- **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories and prepaid amounts.
- **Restricted fund balance** - amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed fund balance** - amounts that can only be used for the specific purposes determined by formal action of the District’s highest level of decision-making authority. The Board of Directors is the highest level of decision-making authority for the District that can, by Board action, commit fund balance. Once adopted, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** - amounts that are constrained by the District’s intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose.
- **Unassigned fund balance** - the residual classification for the District’s General fund that includes all amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 8: FUND BALANCES (CONTINUED)

The fund balances for all governmental funds as of June 30, 2021, were distributed as follows:

	<u>General</u>	<u>Mitigation Fees</u>	<u>Total</u>
Restricted for:			
Capital projects	\$ -	\$ 419,350	\$ 419,350
Subtotal	<u>-</u>	<u>419,350</u>	<u>419,350</u>
Assigned to:			
General reserve	200,000	-	200,000
Equipment	491,800	-	491,800
Building	206,118	-	206,118
Medical services and equipment	<u>78,547</u>	<u>-</u>	<u>78,547</u>
Subtotal	<u>976,465</u>	<u>-</u>	<u>976,465</u>
Unassigned	<u>1,431,411</u>	<u>-</u>	<u>1,431,411</u>
Total	<u>\$ 2,407,876</u>	<u>\$ 419,350</u>	<u>\$ 2,827,226</u>

Fund Balance Flow Assumption

When a government funds outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance), a flow assumption must be made about the order in which the resources are considered to be applied. When both restricted and unrestricted fund balance are available, it is considered that restricted fund balance is depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policy

The Board of Directors adopted the Lakeport Fire Protection District's Fund Balance Policy for Financial Statement Reporting in 2012. The policy establishes procedures for reporting fund balance classifications, establishes prudent reserve requirements and establishes a hierarchy of fund balance expenditures.

NOTE 9: PENSION PLAN

A. General Information about the Pension Plan

All qualified permanent and probationary employees are eligible to participate in the District's Safety and Miscellaneous (all other) Employee Pension Plan, a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 9: PENSION PLAN (CONTINUED)

A. General Information about the Pension Plan (Continued)

Effective January 1, 2013, the District added retirement tiers for both the Miscellaneous and Safety Rate Tiers for new employees as required under the Public Employee Pension Reform Act (PEPRA). Classic employees are generally defined as employees who have been a member of any public retirement system who have had less than a six-month break in service. Applicable new hires to the District defined as classic employees as determined by PERS will be subject to the appropriate non-PEPRA tier (i.e., Safety or Miscellaneous). New non-classic employees hired on or after January 1, 2013 will be subject to new, lower pension formulas, caps on pensionable income levels and new definitions of pensionable income. In addition, new non-classic employees will be required to contribute half of the total normal cost of the pension benefit unless impaired by an existing Memorandum of Understanding. The cumulative effect of these PEPRA changes will ultimately reduce the District's retirement costs.

Summary of Rate Tiers and Eligible Participants

Open for New Enrollment	
Miscellaneous PEPRA	Miscellaneous members hired on or after January 1, 2013
Safety PEPRA	Safety members hired on or after January 1, 2013
Closed to New Enrollment	
Miscellaneous	Miscellaneous members hired before January 1, 2013
Safety	Safety members hired before January 1, 2013

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 (age 52 for Miscellaneous Plan members if membership date is on or after January 1, 2013) with statutorily reduced benefits. Retirement benefits are paid monthly for life. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

Each Rate Tier's specific provisions and benefits in effect at June 30, 2021, are summarized as follows:

	<u>Benefit Formula</u>	<u>Retirement Age</u>	<u>Monthly Benefits as a % of Eligible Compensation</u>
Miscellaneous	2.0% @ 55	55	1.426% to 2.418%
Miscellaneous PEPRA	2.0% @ 62	62	1.426% to 2.418%
Safety	2.0% @ 50	50	2.000% to 2.700%
Safety PEPRA	2.7% @ 57	57	2.000% to 2.700%

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 9: PENSION PLAN (CONTINUED)

A. General Information about the Pension Plan (Continued)

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for all Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

	<u>Employer Contribution Rates</u>	<u>Employee Contribution Rates</u>	<u>Employer Paid Member Contribution Rates</u>
Miscellaneous	11.031%	7.000%	0.000%
Miscellaneous PEPRA	7.732%	6.250%	0.000%
Safety	19.214%	9.000%	0.000%
Safety PEPRA	13.044%	12.000%	0.000%

For the year ended June 30, 2021, the contributions recognized as part of pension expense were as follows:

	<u>Contributions-Employer</u>	<u>Contributions-Employee (Paid by Employer)</u>
Miscellaneous	\$ 9,454	\$ -
Safety	220,510	-

B. Pension Liability, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pension

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2020 and 2021 was as follows:

	<u>Proportion June 30, 2020</u>	<u>Proportion June 30, 2021</u>	<u>Change - Increase (Decrease)</u>
Miscellaneous	0.00254%	0.00267%	0.00013%
Safety	0.03103%	0.03235%	0.00132%

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 9: PENSION PLAN (CONTINUED)

B. Pension Liability, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pension (Continued)

As of June 30, 2021, the District reported a net pension liability for its proportionate share of the net pension liability as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 112,684
Safety	<u>2,155,517</u>
Total Net Pension Liability	<u>\$ 2,268,201</u>

For the year ended June 30, 2021, the District recognized pension expense of \$355,336. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to the measurement date	\$ 280,901	\$ -
Changes of assumptions	-	(7,984)
Difference between expected and actual experience	172,956	-
Difference between projected and actual earnings on pension plan investments	50,196	-
Difference between District contributions and proportionate share of contributions	40,215	(161,410)
Adjustments due to differences in proportions	<u>87,051</u>	<u>(224,591)</u>
Total	<u>\$ 631,319</u>	<u>(\$ 393,985)</u>

\$280,901 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	
2022	(\$ 192,851)
2023	72,960
2024	51,244
2025	25,080
Thereafter	<u>-</u>
Total	<u>(\$ 43,567)</u>

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 9: PENSION PLAN (CONTINUED)

B. Pension Liability, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pension (Continued)

Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	June 30, 2019
Measurement Date	June 30, 2020
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Investment Rate of Return	7.15%
Inflation	2.50%
Salary Increases	Varies by entry-age and service
Mortality Rate Table	Derived using CalPERS' membership data for all funds
Post-Retirement Benefit Increase	Contract COLA up to 2.50% until Purchasing Power Protection Allowance Floor on Purchasing Power applies

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90 percent of scale MP 2016. For more details on this table, please refer to the December 2017 Experience Study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 9: PENSION PLAN (CONTINUED)

B. Pension Liability, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pension (Continued)

Long-Term Expected Rate of Return (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical and forecasted information for all of the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Real Return Years 1 – 10(a)</u>	<u>Real Return Years 11+(b)</u>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	<u>1.0%</u>	0.00%	-0.92%
Total	<u>100.0%</u>		

(a) An expected inflation of 2.00% used for this period

(b) An expected inflation of 2.92% used for this period

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability for each Rate Tier as of the measurement date, calculated using the discount rate for the Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>1% Decrease 6.15%</u>	<u>Discount Rate 7.15%</u>	<u>1% Increase 8.15%</u>
Miscellaneous	\$ 188,723	\$ 112,684	\$ 49,855
Safety	3,278,265	2,155,517	1,234,195

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 10: PENSION PLAN - LENGTH OF SERVICE AWARDS PROGRAM

A. General Information about the Pension Plan

Plan Description

The Lakeport Fire Protection District established the Length of Service Awards Program (LOSAP) for volunteer firefighters effective July 1, 2020. The LOSAP is a single employer defined benefit plan.

Contributions

The District provides annual contributions to the plan based on the recommended contributions provided in the actuarial valuation. However, the contributions to the plan and earnings on those contributions are revocable and the plan assets are subject to claims of the District's general creditors. Due to these factors, the assets held in the plan are reported as restricted cash and investments in the District's General fund.

B. Net Pension Liability

The District's net pension liability for the LOSAP is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability is measured using an annual actuarial valuation as of July 1, 2020 rolled forward to June 30, 2021 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

Deferred Outflows of Resources and Deferred inflows of Resources Related to Pensions

For the year ended June 30, 2021, the District recognized pension expense of \$37,450. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following source:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	(\$ 10,733)
Changes of assumptions	74,885	-
Total	<u>\$ 74,885</u>	<u>(\$ 10,733)</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ended June 30</u>	
2022	\$ 10,634
2023	10,634
2024	10,634
2025	10,634
2026	10,636
Thereafter	<u>10,980</u>
Total	<u>\$ 64,152</u>

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 10: PENSION PLAN - LENGTH OF SERVICE AWARDS PROGRAM (CONTINUED)

B. Net Pension Liability (Continued)

Actuarial Assumptions

The total pension liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	July 1, 2020
Measurement Date	June 30, 2021
Actuarial Assumptions:	
Discount rate	1.92%, net of pension plan investment expense, including inflation
Salary increases	Not applicable
Inflation	0.00%
Mortality	No pre-retirement mortality; post retirement RP2000 projected to 2030

Discount Rate

The discount rate used to measure the total pension liability was 1.92 percent which is based on the 20-year AA general obligation bond rate as of June 30, 2021.

C. Changes in the Net Pension Liability

As of June 30, 2021, the changes in the net pension liability of the LOSAP, are as follows:

	Increases (Decreases)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at June 30, 2020	\$ 426,656	\$ -	\$ 426,656
Changes for the year:			
Service cost	18,687	-	18,687
Interest	8,129	-	8,129
Differences between expected and actual experience	(12,880)	-	(12,880)
Changes of assumptions	43,740	-	43,740
Benefit payments and expenses	(7,900)	-	(7,900)
Net Changes	49,776	-	49,776
Balances at June 30, 2021	\$ 476,432	\$ -	\$ 476,432

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 10: PENSION PLAN - LENGTH OF SERVICE AWARDS PROGRAM (CONTINUED)

C. Changes in the Net Pension Liability (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability as of the measurement date, calculated using the discount rate for the Plan, as well as what the District's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease 0.92%	Discount Rate 1.92%	1% Increase 2.92%
LOSAP	\$ 502,994	\$ 476,432	\$ 442,112

NOTE 11: OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. General Information about the OPEB Plan

Plan Description

The District provides health benefits for employees and qualified dependents (and also for retirees and their dependents) through the Teamsters Local Union No. 856 Health and Welfare Fund and the health plans of the City of Lakeport. One retiree and two surviving spouses are receiving lifetime medical benefits under the City of Lakeport's health plans. The District reimburses the City 50 percent of the cost for these three individuals. The plan is a single-employer plan.

Benefits Provided

For the current retiree, and all future retirees, lifetime medical benefits with optional continuing coverage to surviving spouses will be provided through the Teamsters Major Medical Plan. This plan is funded 92.5 percent by the District and 7.5 percent by employee contributions. Retirees are required to pay monthly dollar amounts that vary by age, year of retirement, and Medicare eligibility. These retiree premiums are paid for in whole or in part by the District.

Bargaining unit members hired before June 30, 1998 have their retiree premiums paid in full by the District. The current Fire Chief is included in this group.

Bargaining unit members hired after June 30, 1998 have their retiree premiums paid by the District in accordance with the following formula:

- 40% after 12 years of continual service
- 60% after 15 years of continual service
- 80% after 18 years of continual service
- 100% after 21 years of continual service

The District's Administrative Assistant is covered under the above formula.

The District currently finances benefits on a pay-as-you-go basis.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 11: OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

A. General Information about the OPEB Plan (Continued)

Employees Covered by Benefit Terms

At June 30, 2021 the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	8
Active employees	<u>12</u>
Total	<u>20</u>

B. Net OPEB Liability

The District's net OPEB liability of \$1,875,734, was based on actuarial valuation as of July 1, 2020 and a measurement date of June 30, 2021. The results of the July 1, 2020 actuarial valuation were rolled forward to the June 30, 2021 measurement date using standard actuarial methods.

Actuarial Assumptions

The total OPEB liability in the July 1, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75%
Salary Increases	3.00%, average, including inflation
Discount Rate	1.92%, net of investment expense, including inflation
Healthcare Cost Trend Rate	5.20% for 2021 through 2049 decreasing to 5.00% for 2050-2064 and after
Retiree's Share of Cost	Retirees hired after June 30, 1998 pay a percentage of the premium that varies from 60% with 12 years of services to 0% with 21 or more years of service

The discount rate is based on an estimate of the Bond Buyer 20-bond General Obligation Index as of June 30, 2021.

Mortality rates were based on the RP-2014 Employee and Healthy Annuitant Mortality Tables for Males or Females, as appropriate, projected using a generational projection based on 100% of scale MP-2016 for years 2014 through 2029, 50% of MP-2016 for years 2030 through 2049, and 20% of MP-2016 for 2050 and thereafter.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 11: OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the District recognized OPEB expense of \$190,938. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 153,037	(\$ 273,392)
Changes of assumptions	292,826	-
Total	\$ 445,863	(\$ 273,392)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ended June 30	
2022	(\$ 1,817)
2023	(1,817)
2024	31,367
2025	43,861
Thereafter	100,877
Total	\$ 172,471

NOTE 12: RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

Lakeport Fire Protection District is a member of the Golden State Risk Management Authority - Joint Powers Insurance Authority (JPIA). The JPIA's members have pooled funds to be self-insured for property/liability and workers' compensation insurance. The District participates in the property/liability and workers' compensation programs.

Settled claims have not exceeded insurance coverage in the last three years and no additional liability has been accrued at June 30, 2021 based on the requirements of GASB Code Section C50.110, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated.

NOTE 13: OTHER INFORMATION

A. Commitments and Contingencies

There are potential claims and legal actions pending against the District for which no provisions have been made in the financial statements. In the opinion of the District management and legal counsel, liabilities arising from these claims and legal actions, if any, either will not be material or cannot be estimated at this time.

LAKEPORT FIRE PROTECTION DISTRICT
Notes to Modified Cash Basis Financial Statements
For the Year Ended June 30, 2021

NOTE 13: OTHER INFORMATION (CONTINUED)

B. Subsequent Events

Management has evaluated events subsequent to June 30, 2021 through June 21, 2022, the date on which the financial statements were available for issuance. Management has determined no subsequent events requiring disclosure have occurred.

Supplementary Information

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District Pension Plan
Schedule of Changes in Net Pension Liability and Related Ratios
For the Year Ended June 30, 2021
Last 10 Years*

Measurement Date	2019/2020	2020/2021
LOSAP		
Total Pension Liability		
Service cost	\$ 20,096	\$ 18,687
Interest	8,678	8,129
Differences between expected and actual experience	-	(12,880)
Change in assumptions	49,417	43,740
Benefit payments	<u>(7,952)</u>	<u>(7,900)</u>
Net Change in Total Pension Liability	70,239	49,776
Total Pension Liability - Beginning	<u>356,417</u>	<u>426,656</u>
Total Pension Liability - Ending (a)	<u>\$ 426,656</u>	<u>\$ 476,432</u>
Plan Fiduciary Net Position		
Plan Fiduciary Net Position - Ending (b)	<u>\$ -</u>	<u>\$ -</u>
Net Pension Liability - Ending (a)-(b)	<u>\$ 426,656</u>	<u>\$ 476,432</u>

* The District implemented GASB 73 for the fiscal year June 30, 2020, therefore only two years are shown.

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District Pension Plan
Schedule of Proportionate Share of the Net Pension Liability
For the Year Ended June 30, 2021
Last 10 Years*

Measurement Date	2013/2014	2014/2015	2015/2016	2016/2017
Miscellaneous				
Proportion of the net pension liability	0.00089%	0.00269%	0.00225%	0.00237%
Proportionate share of the net pension liability	\$ 55,648	\$ 58,258	\$ 78,258	\$ 93,278
Covered payroll	64,095	65,112	67,316	69,721
Proportionate share of the net pension liability as a percentage of covered payroll	86.82%	89.47%	116.25%	133.79%
Plan fiduciary net position as a percentage of the total pension liability	82.49%	81.70%	77.45%	77.16%
Safety				
Proportion of the net pension liability	0.01777%	0.02787%	0.02885%	0.05221%
Proportionate share of the net pension liability	\$ 1,105,890	\$ 1,148,543	\$ 1,494,106	\$ 1,738,480
Covered payroll	961,068	991,603	817,942	1,029,632
Proportionate share of the net pension liability as a percentage of covered payroll	115.07%	115.83%	182.67%	168.84%
Plan fiduciary net position as a percentage of the total pension liability	79.66%	80.35%	76.99%	75.35%

* The District implemented GASB 68 for the fiscal year June 30, 2015, therefore only seven years are shown.

<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>
0.00239%	0.00254%	0.00267%
\$ 90,127	\$ 101,539	\$ 112,684
71,718	57,662	50,653
125.67%	176.09%	222.46%
80.02%	79.73%	80.26%
0.03001%	0.03103%	0.03235%
\$ 1,760,654	\$ 1,936,851	\$ 2,155,517
839,079	509,829	615,167
209.83%	379.90%	350.40%
76.73%	74.80%	73.93%

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District Pension Plan
Schedule of Contributions
For the Year Ended June 30, 2021
Last 10 Years*

Fiscal Year	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
Miscellaneous				
Contractually required contributions (actuarially determined)	\$ 8,112	\$ 5,730	\$ 6,191	\$ 6,398
Contributions in relation to the actuarially determined contributions	<u>(8,112)</u>	<u>(8,441)</u>	<u>(9,527)</u>	<u>(9,901)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (2,711)</u>	<u>\$ (3,336)</u>	<u>\$ (3,503)</u>
Covered payroll	\$ 65,112	\$ 67,316	\$ 69,721	\$ 71,718
Contributions as a percentage of covered payroll	12.46%	8.51%	8.88%	8.92%
Safety				
Contractually required contributions (actuarially determined)	\$ 210,059	\$ 112,412	\$ 131,041	\$ 124,496
Contributions in relation to the actuarially determined contributions	<u>(210,059)</u>	<u>(157,892)</u>	<u>(186,437)</u>	<u>(194,867)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (45,480)</u>	<u>\$ (55,396)</u>	<u>\$ (70,371)</u>
Covered payroll	\$ 991,603	\$ 817,942	\$ 1,029,632	\$ 839,079
Contributions as a percentage of covered payroll	21.18%	13.74%	12.73%	14.84%

* The District implemented GASB 68 for the fiscal year June 30, 2015, therefore only seven years are shown.

<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
\$ 6,270	\$ 3,538	\$ 4,263
<u>(10,942)</u>	<u>(9,454)</u>	<u>(11,198)</u>
<u>\$ (4,672)</u>	<u>\$ (5,916)</u>	<u>\$ (6,935)</u>
\$ 57,662 10.87%	\$ 50,653 6.98%	\$ 55,131 7.73%
\$ 99,776	\$ 102,036	\$ 132,134
<u>(192,104)</u>	<u>(220,510)</u>	<u>(269,703)</u>
<u>\$ (92,328)</u>	<u>\$ (118,474)</u>	<u>\$ (137,569)</u>
\$ 509,829 19.57%	\$ 615,167 16.59%	\$ 763,848 17.30%

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District Pension Plan
Notes to District Pension Plan
For the Year Ended June 30, 2021

NOTE 1: SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Summary of Changes of Benefits or Assumptions

Benefit Changes: None

Changes of Assumptions: None

NOTE 2: SCHEDULE OF CONTRIBUTIONS

Methods and assumptions used to determine the contribution rates were as follows:

Valuation Date	June 30, 2018
Actuarial cost method	Individual Entry Age Normal
Amortization method	Level Percentage of Payroll and Direct Rate Smoothing
Remaining amortization period	Differs by employer rate plan but no more than 30 years
Asset valuation method	Fair value
Discount rate	7.00%
Payroll Growth	2.75%
Inflation	2.50%
Salary increases	Varies based on entry age and service
Investment rate of return	7.00%

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District OPEB Plan
Schedule of Changes in the Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2021
Last 10 Years*

	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
Net OPEB Liability				
Service cost	\$ 72,468	\$ 58,914	\$ 74,914	\$ 150,447
Interest	51,908	39,203	36,712	42,308
Difference between expected and actual experience	-	(472,075)	(98,021)	177,329
Change in assumptions	-	107,065	201,459	142,853
Benefit payments	(14,274)	(28,930)	(43,249)	(64,287)
Net Change in Net OPEB Liability	110,102	(295,823)	171,815	448,650
Net OPEB Liability - Beginning	1,440,990	1,551,092	1,255,269	1,427,084
Net OPEB Liability - Ending	\$ 1,551,092	\$ 1,255,269	\$ 1,427,084	\$ 1,875,734
Covered employee payroll	\$ 1,032,931	\$ 683,992	\$ 1,034,500	\$ 887,588
Net OPEB liability as a percentage of covered employee payroll	150.16%	183.52%	137.95%	211.33%

* The District implemented GASB 75 for the fiscal year June 30, 2018, therefore only four years are shown.

**LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
District OPEB Plan
Note to District OPEB Plan
For the Year Ended June 30, 2021**

NOTE 1: SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS

Benefit payments include implicit subsidy associated with benefits paid.

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
REVENUES				
Taxes	\$ 886,500	\$ 886,500	\$ 915,903	\$ 29,403
Licenses and permits	11,000	11,000	10,054	(946)
Use of money and property	6,500	6,500	11,213	4,713
Intergovernmental revenues	4,000	164,684	172,927	8,243
Charges for services	2,000,000	2,000,000	2,219,654	219,654
Other revenues	-	-	35,698	35,698
Total Revenues	2,908,000	3,068,684	3,365,449	296,765
EXPENDITURES				
Current public protection:				
Salaries and benefits	2,243,000	2,095,500	1,922,872	172,628
Services and supplies	572,000	853,077	708,871	144,206
Debt service	32,200	36,435	46,483	(10,048)
Capital outlay	4,000	494,684	412,609	82,075
Total Expenditures	2,851,200	3,479,696	3,090,835	388,861
Excess of Revenues Over (Under) Expenditures	56,800	(411,012)	274,614	685,626
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	2,308	(2,308)
Total Other Financing Sources (Uses)	-	-	2,308	(2,308)
Net Change in Fund Balances	56,800	(411,012)	276,922	683,318
Fund Balances - Beginning	2,130,954	2,130,954	2,130,954	-
Fund Balances - Ending	\$ 2,187,754	\$ 1,719,942	\$ 2,407,876	\$ 683,318

The Lakeport Fire Protection District budgets for debt service principal and interest expenditures as one item. For purposes of the budgetary comparison schedule, the debt service principal and interest expenditures have been combined.

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
Budgetary Comparison Schedule
Mitigation Fees - Major Special Revenue Fund
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	\$ -	\$ -	\$ 1,325	\$ 1,325
Charges for services	36,435	36,435	131,680	95,245
Total Revenues	<u>36,435</u>	<u>36,435</u>	<u>133,005</u>	<u>96,570</u>
EXPENDITURES				
Current public protection:				
Salaries and benefits	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues Over (Under) Expenditures	<u>36,435</u>	<u>36,435</u>	<u>133,005</u>	<u>96,570</u>
OTHER FINANCING SOURCES (USES)				
Transfers out	-	-	(2,308)	(2,308)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(2,308)</u>	<u>(2,308)</u>
Net Change in Fund Balances	<u>36,435</u>	<u>36,435</u>	<u>130,697</u>	<u>94,262</u>
Fund Balances - Beginning	<u>288,653</u>	<u>288,653</u>	<u>288,653</u>	<u>-</u>
Fund Balances - Ending	<u>\$ 325,088</u>	<u>\$ 325,088</u>	<u>\$ 419,350</u>	<u>\$ 94,262</u>

LAKEPORT FIRE PROTECTION DISTRICT
Supplementary Information
Note to Budgetary Comparison Schedules
For the Year Ended June 30, 2021

NOTE 1: BUDGETARY BASIS OF ACCOUNTING

Formal budgetary integration is employed as a management control device during the year. The District presents a comparison of annual budget to actual results for the General fund and major special revenue fund. The amounts reported on the budgetary basis are generally on the basis of accounting described in Note 1C.

The following procedures are performed by the District in establishing the budgetary data reflected in the financial statements:

- (1) The Fire Chief submits to the Board of Directors a recommended budget for the fiscal year commencing the following July 1. The budget includes recommended expenditures and the means of financing them.
- (2) The Board of Directors review the recommended budget at regularly scheduled meetings, which are open to the public. The Board also conducts a public hearing on the recommended budget to obtain comments from interested persons.
- (3) Prior to July 1, the budget is adopted through the passage of a resolution.
- (4) From the effective date of the budget, the amounts stated therein, as recommended expenditures become appropriations to the District. The Board may amend the budget by motion during the fiscal year.

The District does not use encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.

OTHER REPORT

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the modified cash basis financial statements of the governmental activities and each major fund of Lakeport Fire Protection District, California (District) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated June 21, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Directors
Lakeport Fire Protection District
Lakeport, California

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Smith & Newell CPAs
Yuba City, California
June 21, 2022

E3




LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
Telephone: (707) 263-4396 Fax: (707) 263-7087
Web Site: www.lakeportfire.com



Daniel J. Grebil
Interim Fire Chief

Date: August 10, 2022
To: Board of Directors
From: Chief Grebil 
Subject: Increasing the maximum rate of per benefit unit of Ordinance No. 1819-01 (Measure M) based on the June Consumer Price Index, All Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3%, per year and establishing the per unit benefit rate for Fiscal Year 2022/2023

Recommendation

1. Authorize the maximum rate of per benefit unit of Ordinance No. 1819-01 (Measure M) based on the June Consumer Price Index, All Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3% per year, at \$6.63.
2. Authorize the rate of per benefit unit of Ordinance No. 1819-01 (Measure M) for Fiscal Year 2022/2023, at \$6.32, which does not exceed 3% of the current \$6.14, rate.

Background

Ordinance No. 1819-01, established maximum special parcel tax rates for fire protection and prevention and related services and took effect immediately upon approval of the voters who cast ballots at a special election held on May 7, 2019.

The purpose of the parcel tax is to provide funding to decrease response times and increase fire protection and emergency medical services including, without limitation, providing funding for the operation of local fire stations, and maintaining and replacing outdated firefighting equipment.

The parcel tax shall be levied upon each parcel of real property wholly or partly located within the District at parcel tax rates established in the Units of Benefit Table. For example, Single Family Dwellings along with Mobile Homes and Duplex living units are assessed 30 units each.

The parcel tax was implemented on July 1, 2019, with a maximum rate of \$6.14 per benefit unit. Beginning July 1, 2020, these rates may increase annually by June Consumer Price Index, All Urban Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3%.

The Board took no action to increase the rate of per benefit unit in 2020 or 2021.

The June CPI for 2020, was 1.6165%, increasing the maximum rate to \$6.24.

The June CPI for 2021, exceeded 3%, limiting the maximum rate to \$6.43.

The June CPI for 2022, exceeded 3%, limiting the maximum rate to \$6.63.

Staff recommends the rate of per benefit unit of Ordinance No. 1819-01 (Measure M) for Fiscal Year 2022/2023, be fixed at \$6.32, which does not exceed 3% of the current \$6.14, rate, and is below the maximum rate of \$6.63.

Since July 1, 2019, Single Family Dwellings along with Mobile Homes and Duplex living units paid \$184.20, annually. (30 units X \$6.14)

With the proposed rate, Single Family Dwellings along with Mobile Homes and Duplex living units will pay \$189.60, annually (30 units X \$6.32), an increase of \$5.40.

NBS, our Special Tax/Direct Assessment Consultant has determined a total number of assessments charged will be 5,343 with a total sum of assessments charged to be \$1,313,654.80, or 208,015 benefit units.

Staff further recommends that the Board continues to annually determine the June Consumer Price Index, All Urban Consumers for the San Francisco-Oakland-Hayward local area to determine the maximum allowable rate of per benefit unit and increase the current rate by 3% annually until the maximum allowable rate is achieved.




LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
 Telephone: (707) 263-4396 Fax: (707) 263-7087
 Web Site: www.lakeportfire.com



Daniel J. Grebil
Interim Fire Chief

Date: August 11, 2022
 To: Board of Directors
 From: Chief Grebil 
 Subject: Update of the Fleet Replacement Plan

Recommendation

1. Approve the Fleet Replacement Plan as presented or modified
2. Direct Staff to solicit proposals for the replacement of the Water Tender and Ladder Truck

Background

An identified task for the Interim Fire Chief was the update/development of a Fleet Replacement Plan. A group of career and volunteer members of the District were convened to review the existing fleet and develop a replacement plan for the Board's consideration.

The group consisted of Captains Johnson and Mills, Brandon Morin, Travis Hindmarch, Kim Bojorques, Sean Thomas and Nate Barnett. Andrew Bergem and Rick Bergem attended our last meeting.

The Fire District operates a fleet of eleven vehicles, three Type I (Structural) fire engines, two wildland/interface engines (one Type III and one Type II), one Ladder Truck (Quint), one water tender, two ambulances, one utility vehicle and one Chief/Command vehicle. The District still possesses, as surplus, a 1998 Ford Ambulance which is awaiting transfer to Lakeport PD and 1996 Chevrolet S-10 Blazer which a duplicate title needs to be obtained before disposing of it.

The group determined that the fleet makeup serves our service area well but believes the future replacement of the Type II engine should be a Type VI (F550 type wildland) that would enhance our service delivery.

Assuring the reliability of the emergency response fleet requires constant maintenance and repair and the eventual replacement of vehicles as they reach the end of their useful service life. As vehicle age they become more prone to breakdowns, are out-of-service for longer periods of time,

and repair costs continue to increase. The recommended plan uses age, miles and engine hours as the starting point for planning for vehicle's anticipated useful life and as it approaches its planned replacement date, further analysis of the vehicle's condition is conducted. At this point frequency of breakdowns, number of out-of-service days, parts obsolescence, cost of repairs, and lack of new technologies and standards related to fire fighter safety and operational efficiencies are considered. With the information provided from this analysis a recommendation is then made on whether to advance with or delay a purchase according to the plan.

The Fleet Replacement Plan recommends the following:

Immediately initiate the replacement of Water Tender 5011 and Truck 5011.

A fire service tactical water tender with a 3,000 gallon tank, 1,000 gpm pump with cross lay attack lines and a quick dump valve is being recommended. A stock production model, with a commercial cab and chassis, could be completed by May of 2023, and a custom build could be as long as 24 months. The plan includes an estimated replacement cost for a stock production model.

A ladder truck (quint) could take as long as 28 months to build. The members of the Fleet Replacement Plan group discussed the importance of replacing the existing 75' Ladder Truck (quint) with something that best fits the current and future needs of the District. A smaller group of members (Fire Apparatus Specifications) are continuing to research options for the recommended replacement. Time is of the essence as the effects of the global economic climate are increasing pricing and extending delivery times. The plan includes an estimated replacement cost for the highest cost option being considered by the group members.

This year's budget includes the replacement of the Chief's/Command vehicle C500, allowing the new permanent Fire Chief to procure a vehicle suitable to their needs. The current C500 unit will be reassigned as a Utility vehicle.

Fiscal year 23/24 projects the replacement of ambulance M5011.

Fiscal year 24/25 or 25/26 projects the replacement of ambulance M5012.

Fleet Replacement Plan documents:

2022 Lakeport Fire Protection District Emergency Fleet (PPT)

Lakeport Fire Protection District Mobile Equipment Replacement Schedule (spreadsheet)

Fire service tactical water tender with a 3,000 gallon tank, 1,000 gpm pump with cross lay attack lines and a quick dump valve (specification drawing)

2022 Lakeport Fire Protection District Emergency Fleet



An Annual Review of the Emergency Fleet and
Adoption of the Fleet Replacement Program

E5011

**Engine/Type I (Structural)
2021 Pierce Enforcer - 500 Gal. Tank/1500 GPM
"A" Foam**



Lease/Purchased new. Placed in service January of 2022. 10 year Lease/Purchase ending 12/10/2030

Currently assigned to Station 50 as 1st Out

8/1/22 Mileage = 8,803

8/1/22 Engine Hours = 586

Projected Reserve/Replacement = 2037/42

T5011

**Ladder Truck/Quint (Pump, Water Tank, Hose, Aerial Device and
Ground Ladders)**

1999 Seagrave 75ft. Ladder – 500 Gal. Tank/1500 GPM



Purchased used in 2007 – Currently assigned to
Station 50

8/1/2022 Mileage = 19,411

8/1/2022 Engine Hours = 2,290

Projected Replacement = 2024

E5012

Engine/Type I (Structural)

2003 Pierce Dash - 500 Gal. Tank/1500 GPM Pump

Class "A" Foam



Purchased used from West Sacramento in 2020 –
Currently assigned to Station 50 as 2nd Out

8/1/2022 Mileage = no display

8/1/2022 Engine Hours = 15,825

Recommended Replacement = 2028?

E5211

Engine/Type I (Structural/Rescue)

**2001 Central States/Spartan - 500 Gal. Tank/1250 GPM Pump
"A" & "B" Foam**



Purchased new in 2001 – Currently assigned as
Reserve at Station 52

8/1/2022 Mileage = 47,266

8/1/2022 Engine Hours = 4,260

Recommended Replacement = 2026 with a 10 year
old unit

E5031

Engine/Type III (Wildland)

2011 International/Crimson 4X4 - 500 Gal. Tank/500 GPM Pump

Class "A" Foam



Purchased Manufacturer/Dealer Demo in 2014 using grant funds from a 2012 Assistance to Firefighters Grant (AFG)

Currently assigned at Station 50 as 1st Out Wildland

8/1/2022 Mileage = 20,078

8/1/2022 Engine Hours = 1,304

Recommended Replacement = 2031

E5021
Engine/TypeII (Wildland Interface)
1998 International/Opperman 4X2 - 500 Gal. Tank/500 GPM
Class "A" Foam



Purchased new

8/1/2022 Mileage = 31,006

8/1/2022 Engine Hours = 3,104

Recommended Replacement with a Type VI Engine
in 2028

WT5011

Water Tender/Type I

1984 Kenworth/Opperman - 3000 Gal. Tank/650 GPM Pump



Purchased new

8/1/2022 Mileage = 21,106

Projected Replacement = 2023

M5011
Ambulance/Type I
2014 Dodge Ram 3500HD/Braun 4X4



Lease/Purchased new (Final Payment was July 2020)
Assigned to Station 50

8/1/2022 Mileage = 91,721

8/1/2022 Engine Hours = 5,040

Recommended Replacement = 2023 (100,000 miles)

M5012
Ambulance/Type I
2015 Dodge Ram 3500HD/Braun 4X4



Lease/Purchased new (Final Payment was July 2020)
Assigned to Station 50

8/1/2022 Mileage = 91,631

8/1/2022 Engine Hours = 4,909

Recommended Replacement = 2025 (100,000 miles)

U5011

**Utility Vehicle
2008 Dodge Ram 1500 4X4**



Purchased new. Assigned to Station 50

8/1/2022 Mileage = 93,991

Recommended Replacement = 2023 for new Chief
vehicle or Retain for Water Rescue Program

C500

**Chief/Command Vehicle
2015 Ford F250 4X4**



Purchased new. Assigned to Fire Chief

8/1/2022 Mileage = 56,461

Projected Replacement = 2030 – Reassigned as a
Utility Vehicle with replacement or reassignment of
U5011 in 2023

Haz Mat 52

**Hazardous Materials Decontamination Supplies
2005 Cargo Trailer**



Purchased and Equipped with Grant Funding
Assigned to Station 52

2022 Fleet Replacement Program

Lakeport Fire Protection District										
Mobile Equipment Replacement Schedule										
Vehicle ID	Kind	Type	Manuf.	Chassis/ Model	Year	Miles 8/1/2022	Assignment	Reserve Date	Projected Replacement	Projected Rep. Cost
E5011	Engine	1	Pierce	Enforcer	2021	8,803	1st Out Sta. 50	2037	2042	tdb
E5012	Engine	1	Pierce	Dash	2003	no display	2nd Out Sta. 50		2028	\$ 869,456
E5211	Engine	1	Central	Spartan	2001	47,266	Reserve Stat. 52		2026	\$ 819,545
T5011	Truck	1	Seagrave		1999	19,411	Truck Sta. 50	NA	2024	\$ 1,819,125
E5021	Engine	2	Opperman	International	1998	31,006	2nd Wildland Sta. 50	NA	2028	\$ 405,746
E5031	Engine	3	Crimson	International	2011	20,078	1st Wildland Sta. 50	NA	2031	\$ 443,370
WT5011	WT	1	Opperman	Kenworth	1984	21,106	Water Tender Sta. 52	NA	2023	\$ 360,500
M5011	Ambulance	1	Braun	Dodge	2014	91,721	Paramedic Ambulance	NA	2023	\$ 270,000
M5012	Ambulance	1	Braun	Dodge	2015	91,631	Paramedic Ambulance	NA	2025	\$ 286,443
U5011	Utility	NA	Dodge	4x4 PU	2008	93,991	Utility Sta. 50	NA	2023	\$ 50,000
C500	Utility	NA	Ford	F250 4x4	2015	56,461	Fire Chief	2023	2030	\$ 61,494

Notes: Projected replacement based on:
 Fire Engines 15 years 1st Out + 5 years 2nd Out/Reserve
 Ladder Truck: 20 years
 Ambulances: 8 years 1st Out + 4 years 2nd Out/Reserve or 100,000 miles (Replace or Renount)
 Chief and Utility 10-15 years or 100,000 miles
 Specific evaluation at time of replacement is necessary to determine actual replacement timing

Adoption of the Fleet Replacement Program

Lakeport Fire Protection District

Mobile Equipment Replacement Schedule

Revised: 8/11/2022

Vehicle ID	Kind	Type	Manuf.	Model	Year	Miles		Assignment	Reserve Date	Projected Replacement	Projected Rep. Cost
						Chassis/	8/1/2022				
E5011	Engine	1	Pierce	Enforcer	2021	8,803		1st Out Sta. 50	2037	2042	tbd
E5012	Engine	1	Pierce	Dash	2003	no display		2nd Out Sta. 50		2028	\$ 869,456
E5211	Engine	1	Central	Spartan	2001	47,266		Reserve Stat. 52		2026	\$ 819,545
T5011	Truck	1	Seagrave		1999	19,411		Truck Sta. 50	NA	2024	\$ 1,819,125
E5021	Engine	2	Opperman	International	1998	31,006		2nd Wildland Sta. 50	NA	2028	\$ 405,746
E5031	Engine	3	Crimson	International	2011	20,078		1st Wildland Sta. 50	NA	2031	\$ 443,370
WT5011	WT	1	Opperman	Kenworth	1984	21,106		Water Tender Sta. 52	NA	2023	\$ 360,500
M5011	Ambulance	1	Braun	Dodge	2014	91,721		Paramedic Ambulance	NA	2023	\$ 270,000
M5012	Ambulance	1	Braun	Dodge	2015	91,631		Paramedic Ambulance	NA	2025	\$ 286,443
U5011	Utility	NA	Dodge	4x4 PU	2008	93,991		Utility Sta. 50	NA	2023	\$ 50,000
C500	Utility	NA	Ford	F250 4x4	2015	56,461		Fire Chief	2023	2030	\$ 61,494

Notes:

Projected replacement based on:

Fire Engines: 15 years 1st Out + 5 years 2nd Out/Reserve

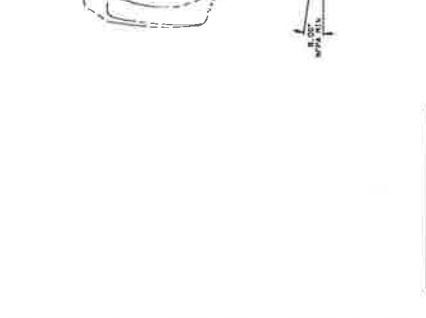
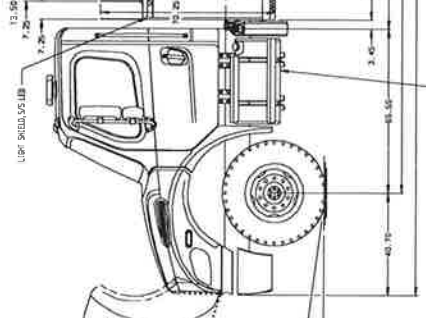
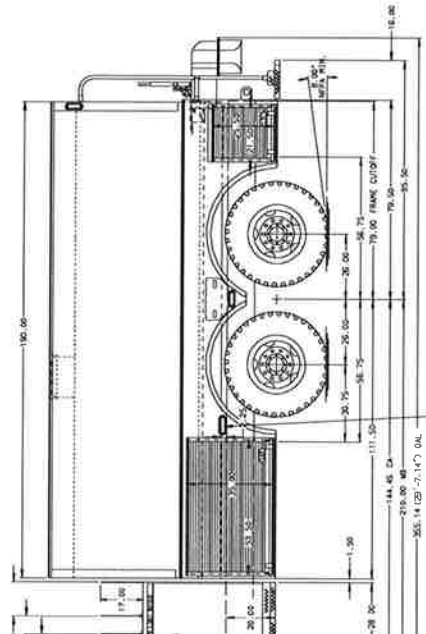
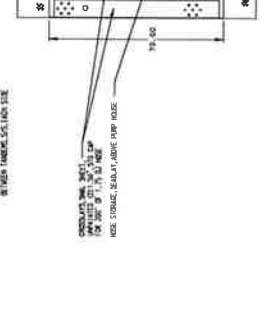
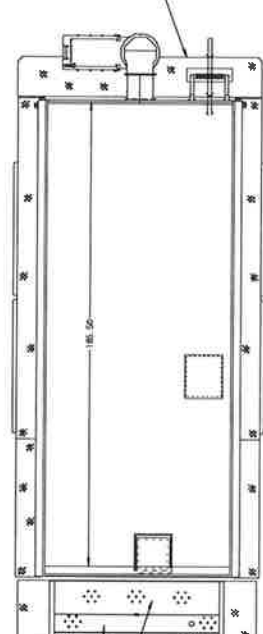
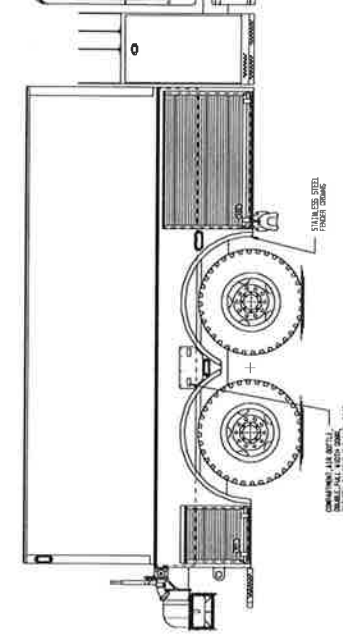
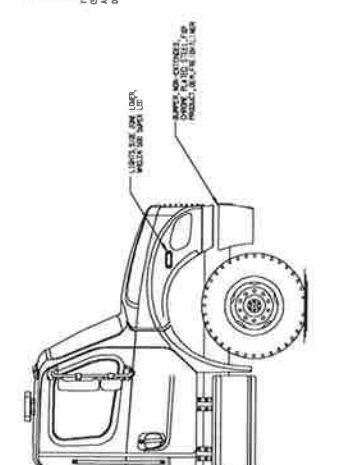
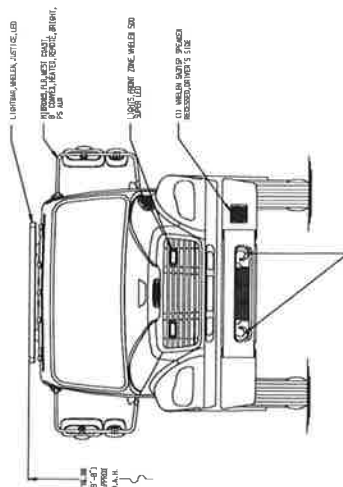
Ladder Truck: 20 years

Ambulances: 8 years 1st Out + 4 years 2nd Out/Reserve or 100,000 miles (Replace or Remount)

Chief and Utility: 10-15 years or 100,000 miles

Specific evaluation at time of replacement is necessary to determine actual replacement timing

\$ 5,385,678



JOB NO. SF-2210		SCALE	DATE
MANUFACTURING INC.		1:24	02APR20
MUSKOGEE, ALABAMA		J.A.	17APR20
TITLE		CHG	DATE
3000 GALLON POLY NETSIDE TANKER		D	17APR20
SINGLE STAGE PTO PUMP			
FOR PIERCE MANUFACTURING INC.			
BRAUDENTON, FLORIDA			
Dwg No.			
SF-2210			
REV			
DATE			
BY			
CD			
M2-TDS			
NO.			

ALUMINUM BODY

NOTE: DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO MANUFACTURING VARIATIONS AS NECESSARY FOR CONSTRUCTION. DIMENSIONS IN PARENTHESES ARE NOT SHOWN.



County of Lake
Office of Auditor-Controller/County Clerk
255 N Forbes St
Lakeport, Ca 95453
Phone: 707-263-2311
Fax: 707-263-2310

Cathy Saderlund *ES*
Auditor-Controller/County Clerk
Jenavive Herrington
Assistant Auditor-Controller
Marcy Harrison
Chief Deputy Auditor-Controller

To: Lakeport Fire Protection District
From: Cathy Saderlund
County Clerk/Auditor-Controller
Kristopher Allen
Deputy County Clerk
Date: July 1, 2022
Subject: 2022 Biennial Review of Conflict of Interest Code for Statement of Economic Interest Form 700 Filer Positions and Disclosure Categories

**RECEIVED
LAKEPORT FIRE**
JUL 11 2022
**445 N. MAIN STREET
LAKEPORT, CA 95453**

The Political Reform Act requires every agency to review its Conflict of Interest Code biennially and to notify to code reviewing body if their current code is accurate, or alternatively, that their code must be amended. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

Attached please find a copy of the 2022 Local Agency Biennial Notice, Exhibit A—a list of positions required to file under your current Conflict of Interest Code and your current filers, and Exhibit B—your disclosure categories.

Review Exhibit A to insure all positions that should be filing a Form 700 are listed. The Form 700 should only be required for positions that make or participate in making governmental decisions. Positions that are strictly manual, clerical, or ministerial in nature should not be designated. Cross through any positions that need to be removed, write-in any position name changes, and add any new positions that need to file. Included with Exhibit A is a list of current filers for your agency—review and make any corrections necessary on the page. If someone has left the agency, but is listed on the form, please write the date they left their position.

Review Exhibit B to ensure the disclosure categories are appropriate for the positions. Different positions can have different disclosure requirements. Only the highest positions where the duties are so broad that narrowing down the disclosure categories is not possible should be required to disclose everything. It is important that only the assets and income that can be affected by the decisions they make for their position are required.

After review, return the 2022 Local Agency Biennial Notice and the Exhibits with or without any changes to the Auditor's office at:

255 N Forbes St Rm 209
Lakeport, CA 95453

This must be received by the Auditor-Controller's office no later than October 3, 2022.

If we do not receive a response from your agency, your Biennial Review will go to the Board of Supervisors notated with "Agency Did Not Respond."

If you would like more information about the Conflict of Interest Code or Form 700, please visit fppc.ca.gov or contact our office at (707) 263-2311.

Attachments: Local Agency Biennial Notice, Exhibit A, and Exhibit B



List of Positions with Filer Names

Last Name	First Name	Middle Name	Position	Start Date
Fire Protection District				
Lakeport Fire Protection District				
Deas	Gary		Director <i>Resigned 6-30-22</i>	01/20/2020
Flora	Alan		Director	01/17/2019
Gabe	William		Director	01/22/2019
Lavelle	Ray		Secretary, District Admin. Services Tech	02/24/2022
Lucas	Andy		Director	01/01/2020
Whitehead	John		Director	01/11/2005

Agency Total: 6



Conflict of Interest Code EXHIBIT A

Entity: Fire Protection District

Agency: Lakeport Fire Protection District

Position	Disclosure Category	Files With
Director	DIST-02,03,04	County of Lake
Fire Chief	DIST-02,03,04	County of Lake
Secretary, District Admin. Services Tech	DIST-02,03,04	County of Lake

Total: 3



Disclosure Descriptions

EXHIBIT B

Entity: Fire Protection District
Agency: Lakeport Fire Protection District

Disclosure Category	Disclosure Description
DIST-02,03,04	Positions designated to be in this category shall disclose interests in real property or interests (or business positions) in any business, which owns real property, if the property is located within the District or within two miles of its boundaries, and disclose all income and investment interests, and disclose business positions in any business entity or source of income which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District for which the designated employee is Manager, Director, or Employee. Positions in this category shall also disclose all income and investment interests, and business positions in any business entity or source of income which does business with the District or has done business with the District during the two years prior to the time a statement is required to be filed hereunder which manufacture or sell supplies, books, machinery, or equipment of the type utilized by the District in which the designated employee is Director, Manager or an employee.

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

Auditor-Controller-County Clerk
255 N Forbes St
Lakeport, CA 95453

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

E6

LAKE LOCAL AGENCY FORMATION COMMISSION

DATE: July 29, 2022

TO: Chair of the Special District Board of Directors

FROM: John Benoit, LAFCO Executive Officer

SUBJECT: Nomination Ballot for Independent Special District Members and an Alternate to fill an Independent Special District seat on LAFCO

NOTE: **THE DISTRICT CHAIR MAY VOTE ON BEHALF OF YOUR DISTRICT BOARD OF DIRECTORS FOR AN INDEPENDENT SPECIAL DISTRICT ALTERNATE TO BE SEATED ON LAFCO**

Lake LAFCO is in the process of seeking an Independent Special District Board of Director Alternate to serve on LAFCO to represent Independent Special Districts as an alternate member of the Lake Local Agency Formation Commission due to a resignation of the LAFCO's special district alternate.

The Local Agency Formation Commission is calling for nominations to seat the alternate member

We requesting all nominations be received by LAFCO prior to 5:00 PM Friday, September 16, 2022.

Not all Independent Special District CHAIR PERSONS will desire or are in any way required to file a nomination with LAFCO.

Independent Special District representatives on LAFCO shall not be an employee of a special district, a City or the County. This nomination is for sitting Special District Board of Director Member only. An independent Special District alternate representative must be able and available to regularly attend Commission meetings and (or) hearings (normally 6 per year). An Independent Special District alternate member, as are all other Commissioners, is required to file an annual Statement of Economic Interest.

The LAFCO Commission normally meets the third Wednesday at 9:30 AM of every other month and alternates meetings between the Cities of Clearlake and Lakeport. There is a meeting stipend of \$100.00 per meeting. The alternate member is encouraged to participate in all LAFCO processes but may only vote when the regular member is not present or otherwise is unable to participate in a given action before LAFCO.

Upon conclusion of this nomination process, depending upon the number of eligible nominations, a ballot to elect the LAFCO representative may be mailed to the Chair of each Independent Special District. At that time, each Independent Special District Board Chair will have one vote. The nominee receiving the highest number of votes will be seated as an Independent Special District's alternate member representative for a 4-year term. In the event of a tie, there will be a coin toss and if there is only one nomination that person will be deemed appointed.

The nomination period will close on Friday, September 16, 2022. Nomination Ballots must be received by 5:00 PM that day if sent by email or postmarked that day if mailed. If your Chair of your Board of Directors desires to nominate one of your sitting Board of Director members to serve on LAFCO, please submit the attached nomination ballot to John Benoit, Executive Officer, P.O. Box 2694 Granite Bay, CA 95746 or by email to j.benoit4@icloud.com by May 20, 2022. If you have any questions please call (707) 592-7528.

Lake Local Agency Formation Commission
NOMINATION BALLOT FOR LAKE LAFCO
SPECIAL DISTRICT MEMBER

*NOTE: Nominations can only be made by the **Chair** of the Board of Directors of the District*

Ballot for the Nomination of an Independent Special District Member to become an Alternate Independent Special District Representative on the Local Agency Formation Commission (LAFCO).

The _____ District
Chair

nominates _____ to become a candidate for an Independent Special District representative alternate to serve on the Lake LAFCO Commission to complete a term ending May 2024.

The nominee's contact information is as follows:

Email: _____

Phone: _____

Mailing Address: _____

Signature: Chair of the District Board of Directors

Date

Chair's Phone # and email: _____

Please return this nomination ballot by email to LAFCO prior to 5:00 P.M. Friday, September 16, 2022 or by US mail postmarked prior to 5:00 P.M. Friday September 16, 2022 to:

Lake LAFCO
John Benoit, Executive Officer
P.O. Box 2694
Granite Bay, CA 95746

Or: Email: j.benoit4@icloud.com

LAKEPORT FIRE PROTECTION DISTRICT

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT—INTERIM FIRE CHIEF

Effective July 1, 2022, the Employment Agreement between the Lakeport Fire Protection District (“District”) and Daniel J. Grebil (“Grebil”) is amended as follows:

3. Compensation and Work Schedule

- A. Salary. District agrees to compensate GREBIL at the published salary for the Fire Chief position of the District. GREBIL’s temporary hourly compensation shall be \$60.35 per hour, beginning on the July 1, 2022.

IN WITNESS WHEREOF, the District has caused this Agreement to be signed and executed on its behalf by the Chairman, and GREBIL has signed and executed this First Amendment to Employment Agreement, on the day and year written below.

DATED: August ____, 2022

Daniel J. Grebil, Interim Fire Chief

LAKEPORT FIRE PROTECTION DISTRICT

DATED: August ____, 2022

William Gabe, Chairman

APPROVED AS TO FORM:

Ryan Jones, General Counsel

E9



APPLICATION FOR APPOINTMENT TO COUNTY OF LAKE ADVISORY BOARD, COMMISSION OR COMMITTEE

Name of Applicant: David Brown

Home Address: 336 Robinhill Dr. City: Lakeport ZIP: 95453

Mailing Address: 336 Robinhill Dr City: Lakeport ZIP: 95453

Occupation: Store owner Email: Sweetpeasicecream301@gmail.com

Home Phone: 7075337872 Work Phone: 7075337872 Supervisorial District

Name of Board/Committee/Commission(s) you are interested in serving on: Lakeport fire district

Board/Committee/Commission category under which you are applying, if applicable: Board member

List past or present County appointments, as well as any other public service appointments, or elected positions held (please list dates served): Lake county fair foundation (present). Traffic safety advisor committee (2019-2021)

Please briefly explain why you would like to serve, what special qualifications or expertise you may have for the position and any other information you would like to include as part of your application: Local business owner that wants to insure and help his local community. My experience in running businesses and have being on other board commitments will aid me and the community to make great change

List community organizations to which you belong: Main Street association, Lake county fair foundation, Chamber of commerce

Convictions and Penalties – Have you ever been convicted of a felony? If yes, give date(s), location(s) and penalties. (Convictions are evaluated for each position and are not necessarily disqualifying.) N/A

List any affiliation you or your spouse has with public service agencies: N/A

I certify that the above information is true and correct, and I have read the Lake County Advisory Board, Committee and Commission Conflict of Interest Policy. I agree to abide by that policy and to the best of my knowledge, I have no conflict of interest.

Signature of David Brown (Aug 9, 2022 21:23 PD1)

Date: 08/09/2022

PLEASE RETURN COMPLETED FORM TO:

Clerk of the Board of Supervisors 255 N. Forbes St. Lakeport, CA 95453 FAX (707) 263-2207

For Board Use Only: APPOINTED YES NO APPOINTED ON: TERM EXPIRES:

1 BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

2 RESOLUTION NO. ~~2018-156~~

3 RESOLUTION ESTABLISHING A PROTOCOL FOR THE APPOINTMENT OF
4 DIRECTORS TO THE LAKEPORT FIRE PROTECTION DISTRICT BOARD

5 WHEREAS, the Lakeport Fire Protection District, an independent special district, was
6 originally created in or about 1955; and

7 WHEREAS, a resolution authorizing the Lakeport Fire Protection District to annex the
8 City of Lakeport, an incorporated city, was adopted in 1999; and

9 WHEREAS, to the extent such an annexation resulted in the creation of a new board of
10 directors for the Lakeport Fire Protection District, Health and Safety Code section 13837
11 provides that the district board for that District may be either elected or appointed by the county
12 board of supervisors and the city councils in which the District is located; and

13 WHEREAS, Health and Safety Code section 13837 further provides that if a fire
14 protection district board is to be appointed, the board of supervisors and the city council or
15 councils shall appoint directors to that board according to the proportionate share of the
16 population of that portion of the county and each city within the district, provided that the board of
17 supervisors and each city council shall appoint at least one director; and

18 WHEREAS, the determination of whether the directors of a fire protection district shall be
19 elected or appointed is made by a fire protection district at the time of district formation and, the
20 Lakeport Fire Protection District has not determined to change from an appointed board to an
21 elected board as authorized by Health and Safety Code section 13848; and

22 WHEREAS, in a 2004 agreement executed by the Lakeport Fire Protection District and
23 the City of Lakeport, those two entities agreed that the Board of Supervisors would appoint all the
24 members of the Lakeport Fire Protection District Board as follows: Two persons residing within
25 the city limits of Lakeport would be nominated by the city; Two members residing in the
26 unincorporated area of the District would be appointed by the Board of Supervisors, and a fifth
27 member would be nominated by the four District Board members; and

28 WHEREAS, the Board of Supervisors wishes to establish a protocol for appointment of

1 the board members of the Lakeport Fire Protection District which is consistent with the mandates
2 of state law while still compatible with the desires of the City of Lakeport and the Lakeport Fire
3 Protection District as expressed in the above-referenced 2004 agreement between those two
4 parties.

5 NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Lake,
6 State of California, that it finds, determines and hereby declares that:

- 7 1. That the Recitals hereinabove are adopted as true and correct.
- 8 2. That the protocols adopted by this Resolution shall not take effect unless and until the City
9 Council for the City of Lakeport agrees to the appointment of directors to the Lake
10 County Fire Protection District by the Board of Supervisors and by the Lakeport City
11 Council according to the proportionate share described hereinbelow.
- 12 3. That the Lake County Board of Supervisors shall appoint three (3) members to a five (5)
13 member board of directors for the Lakeport Fire Protection District and the remaining two
14 (2) members shall be appointed by the City Council for the City of Lakeport. Any then-
15 existing board of directors for the Lakeport Fire Protection District may make
16 recommendations for member appointments to either or both the County Board of
17 Supervisors and/or the Lakeport City Council. Said recommendations shall be
18 considered by the Lake County Board of Supervisors in making its appointments, but
19 shall not be determinative. The appointments to be made by the County and the City have
20 been determined according to each entity's proportionate share of population with the
21 Lakeport Fire Protection District based upon the 2010 census and redistricting data
22 presently available. When updated census data or other reliable population information
23 becomes available in the future, each entity's proportionate share of population may
24 change; in such case, the County and the City shall meet and confer in good faith to
25 determine whether such change necessitates a change in the proportionate number of
26 appointments to be made by each entity,
- 27 4. That the appointments of three (3) of the five (5) Lakeport Fire Protection District board
28

1 members by the Board of Supervisors shall follow the standard practice of the County to
2 advertise and seek applications from interested members of the public who are eligible to
3 serve.

4 5. That, pursuant to Health and Safety Code section 13841, each member of the Lakeport
5 Fire Protection District board shall be a resident of the District.

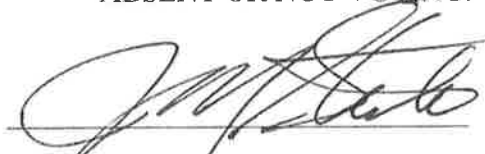
6 6. That, pursuant to Health and Safety Code section 13843, the term of office of each
7 member of the Lakeport Fire Protection District board shall be four (4) years and the
8 terms shall be staggered. Initially, appointments shall be made as follows: There will be
9 two vacancies on the District Board as of January 1, 2019, one of which will be filled by
10 an appointment made by the County and one of which will be filled by an appointment
11 made by the City. The remaining three District Board members shall continue on the
12 District Board until January 1, 2020, at which time their terms shall expire. The County
13 shall then appoint two District Board members and the City shall then appoint one District
14 Board member to begin service at that time. Recommendations may be made by the
15 District Board for any and all of the appointments to be made both initially and as to future
16 terms.

17 THIS RESOLUTION was passed by the Board of Supervisors of the County of Lake at
18 a regular meeting thereof on the 20th day of November, 2018, by the following vote:

19 AYES: Supervisors Simon, Smith, Scott, Brown and Steele

20 NOES: None

21 ABSENT OR NOT VOTING: None

22 
23 _____
24 CHAIR, Board of Supervisors

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ATTEST: Carol J. Huchingson
Clerk to the Board

By: 

APPROVED AS TO FORM:
Anita L. Grant
County Counsel

By: 

RESOLUTION NO. 2695 (2018)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING A PROTOCOL FOR THE APPOINTMENT OF DIRECTORS TO THE LAKEPORT FIRE PROTECTION DISTRICT BOARD

WHEREAS, the Lakeport Fire Protection District, an independent special district, was originally created in or about 1955;

WHEREAS, a resolution authorizing the Lakeport Fire Protection District to Annex the City of Lakeport was adopted in 1999;

WHEREAS, to the extent such an annexation resulted in the creation of a new board of directors for the Lakeport Fire Protection District, Health and Safety Code section 13837 provides that the district board for that District may be either elected or appointed by the county board of supervisors and the city councils in which the District is located;

WHEREAS, Health and Safety Code section 13837 further provides that if a fire protection district board is to be appointed, the board of supervisors and the city council or councils shall appoint directors to that board according to the proportionate share of the population of that portion of the county and each city within the district, provided that the board of supervisors and each city council shall appoint at least one director;

WHEREAS, the determination of whether the directors of a fire protection district shall be elected or appointed is made by a fire protection district at the time of district formation and, the Lakeport Fire Protection District has not determined to change from an appointed board to an elected board as authorized by Health and Safety Code section 13848;

WHEREAS, in a 2004 agreement executed by the Lakeport Fire Protection District and the City of Lakeport, the two entities agreed to the appointment of district board members as follows: Two persons residing within the city limits of Lakeport would be nominated by the city; Two members residing in the unincorporated area of the District would be appointed by the County Board of Supervisors, and a fifth member would be nominated by the four District Board members; and

WHEREAS, the City Council wishes to establish a protocol for appointment of the board members of the Lakeport Fire Protection District which is consistent with the mandates of state law while still compatible with the desires of the City of Lakeport and the Lakeport Fire Protection District as expressed in the above-referenced 2004 agreement between the two parties.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lakeport as follows:

Section 1: The Recitals are adopted as true and correct.

Section 2: The protocols established by this Resolution shall not take effect unless and until the Lake County Board of Supervisors agrees to the appointment of directors to the Lakeport Fire Protection District by the City Council and the Board of Supervisors according to the proportionate share described below.

Section 3: The Lakeport City Council shall appoint two (2) members to a five (5) member board of directors for the Lakeport Fire Protection District and the remaining three (3) members shall be appointed by the Lake County Board of Supervisors. Any then-existing board of directors for the Lakeport Fire Protection District may make recommendations for member appointments to either or both the Lakeport City Council and/or the Lake County Board of Supervisors. Said recommendations shall be considered by the City Council, but shall not be determinative. The appointments to be made by the County and the City have been determined according to each entity's proportionate share of population with the Lakeport Fire Protection District based upon the 2010 census and redistricting data available. When updated census data or other reliable population information becomes available in the future, each entity's proportionate share of population may change; in such case, the County and the City shall meet and confer in good faith to determine whether such change necessitates a change in the proportionate number of appointments to be made by each entity.

Section 4: The appointment of two (2) of the five (5) Lakeport Fire Protection District board members by the City Council shall follow the standard practice of the City to advertise and seek applications from interested members of the public who are eligible to serve.

Section 5: Pursuant, to Health and Safety Code section 13841, each member of the Lakeport Fire Protection District board shall be a resident of the District.

Section 6: Pursuant to Health and Safety Code section 13843, the term of office of each member of the Lakeport Fire Protection District board shall be four (4) years and the terms shall be staggered. Initially, appointments shall be made as follows: There will be two vacancies on the District Board as of January 1, 2019, one of which will be filled by an appointment made by the City and one of which will be filled by an appointment made by the County. The remaining three District Board members shall continue on the District Board until January 1, 2020, at which time their terms shall expire. The City shall then appoint one District Board member and the County shall appoint two District Board members to begin service at that time. Recommendations may be made by the District Board for any and all of the appointments to be made both initially and as to future terms.

Section 7. This Resolution is intended to modify Section VIII of the Agreement for Annexation of the City of Lakeport Fire Department by the Lakeport Fire Protection District made and entered into January 26, 2004. The City Council hereby authorizes the City Manager or her designee to execute an amendment to that Agreement with the Lakeport Fire Protection District consistent with the terms of this Resolution.

Section 8. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Lakeport held this 4th day of December, 2018.

AYES: Mayor Turner, Council Members Barnes, Mattina, Parlet and Spurr

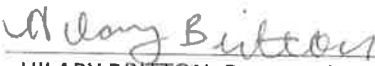
NOES: None

ABSENT: None

ABSTAIN: None


MIREYA G. TURNER, Mayor

ATTEST:


HILARY BRITTON, Deputy City Clerk



LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
Telephone: (707) 263-4396 Fax: (707) 263-7087
Web Site: www.lakeportfire.com



Daniel J. Grebil
Interim Fire Chief

Date: August 10, 2022
To: Board of Directors
From: Chief Grebil *DJG*
Subject: Replacement of Station 50 Flooring

Recommendation

1. Authorize the Interim Fire Chief to execute the purchase and installation of replacement flooring at Station 50 with Magic Interiors for the bid amount of \$29,868.70

Background

Station 50's flooring of the interior living space, bedrooms, bathrooms, kitchen, training/meeting room, hallways and offices have long been in need of replacement.

This project will replace the mix of flooring types with a Mohawk Solid Tech Plus Luxury Vinyl Plank with transition strips. This product has a 15 year limited commercial warranty, is waterproof, and has a no gap warranty.

Staff obtained three quotes as follows:

Magic Interiors - \$29,868.70

Premier Flooring - \$37,992.40

The Carpet Man - \$39,000.00

E11

LAKEPORT FIRE PROTECTION DISTRICT



BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL

Originally Adopted:
Revisions Adopted:

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DRAFT

ARTICLE 1: THE FIRE DISTRICT BOARD

1.1 Fire District Governing Authority

The Lakeport Fire Protection District, an independent special district, was originally created in or about 1955. A resolution authorizing the Lakeport Fire Protection District to Annex the City of Lakeport was adopted in 1999. The annexation resulted in the creation of a new board of directors for the Lakeport Fire Protection District. Health and Safety Code section 13837 provides that the district board for that District may be either appointed or appointed by the county board of supervisors and the city councils in which the District is located.

Health and Safety Code section 13837 further provides that if a fire protection district board is to be appointed, the board of supervisors and the city council or councils shall appoint directors to that board according to the proportionate share of the population of that portion of the county and each city within the district, provided that the board of supervisors and each city council shall appoint at least one director.

The determination of whether the directors of a fire protection district shall be appointed or appointed is made by a fire protection district at the time of district formation and, the Lakeport Fire Protection District has not determined to change from an appointed board to an appointed board as authorized by Health and Safety Code section 13848.

In a 2004 agreement executed by the Lakeport Fire Protection District and the City of Lakeport, the two entities agreed to the appointment of district board members as follows: Two persons residing within the city limits of Lakeport would be nominated by the city; Two members residing in the unincorporated area of the District would be appointed by the County Board of Supervisors, and a fifth member would be nominated by the four District Board members.

The Lakeport Fire Protection District is an independent special district serving the greater Lakeport Area. Originally created in or about 1955, the Lakeport Fire Protection District (LFPD) annexed the City of Lakeport in 1999. To the extent the annexation resulted in the creation of a new board of directors for LFPD, Health and Safety Code section 13837 provides that the District board may be either appointed or appointed by the county board of supervisors and the city councils in which the District is located. Those governing bodies appoint directors to that board according to the proportionate share of the population within the district.

On December 4, 2018, the Council adopted Resolution 2695 (2018) establishing a protocol for the appointments to the District Board. This protocol allowed for the Council to appoint one District Board member in 2019 to a four-year term. In order to stagger terms on the Board, the Council appointed the City's second representative to a four-year term effective January 1, 2020.

1.2 Policy Adopting Governing By Policy

The policy of the Fire District Board recognizes that one of its major functions is to serve as the policy-making body of the Fire District, and to govern the activities and shape the future of the Fire District. At the same time, the Board preserves for the Fire Chief and the professional staff the responsibility of the day-to-day administration and operations of the District in a manner consistent with the policies and rules of the Board of Directors.

It is therefore the intent of the Board of Directors of this Fire District to set forth a series of policies and board meeting procedural rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

In addition, these policies are intended to:

- Reflect the Board's commitment to order, consistency, responsiveness and transparency in its actions
- Make clear and readily available to the residents of the District all relevant information about the operations of the Board.
- In keeping with these principles, a current copy of the Board of Directors' Policy and Procedures Manual is posted on the District's website.

1.3 Fire District Board Policies

It is the intent of the Fire District Board to be governed by a set of policies. The policies shall be adopted by the Board and made available as public documents. The Board is also governed by a set of Rules of Order for conducting meetings as noted in Article 9.

The policies of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the Fire District. In the event that a Board Policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy shall clearly specify the intent of the Board in interpreting the policy.

In its deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out the legally mandated tasks and general policies in the interest of the public good. The District recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place as necessary and at least annually at a regularly scheduled Fire District Board meeting in May and shall appear as an agenda item.

Proposals regarding the adoption of District policy or changes, deletions, additions, or repeal may originate from any interested person. In order to provide consistency, stability and integrity to Board Policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions, deletions or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors in the course of a single meeting.

The assembled policies of the Fire District Board of Directors, known collectively as the Board Policy and Procedures Manual, shall be the reference instrument for conducting the business of the Fire District Board. Appendices to the Policy and Procedures Manual that are not in themselves policies such as ad-hoc committee assignments, board calendar, issuances, Brown Act summary and other factual listings may be changed as necessary to provide up-to-date information.

ARTICLE 2: FIRE DISTRICT BOARD OF DIRECTORS

2.1 Basis of Authority

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, expenditure, or give individual direction to the Fire Chief or District employees.

Directors do not represent any fractional segment of the community, but are rather, a part of the body, which represents and acts for the community as a whole.

2.2 Job Description

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are delegated to professional staff members of the District. The members of the Board of Directors have ultimate responsibility to ensure the lawful and efficient operations of the District. They are the supervisory body for the Fire Chief. It is their responsibility to ratify all annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

The majority of the members of the Board of Directors set the official policy of the District. Said policies are to be mindful of the legal and constitutional rights of all employees and are to be set with care and in accordance with the law.

The Board is entitled to enter into all contracts on behalf of the District within the scope of its authority and in the line of duty.

Directors are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. All Directors should be aware of any issue of self-dealing and should abstain from voting on any issues in which the Director is interested, or on those involving issues which could somehow affect their tenure or benefits. Board members are required to file Fair Political Practices Commission, Form 700 Statement of Economic Interests, upon assuming or leaving office and annually with the Clerk of the Board, as required by California State Law. The Fire District includes geographical areas lying in Lakeport and certain unincorporated areas of Lake County. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District in keeping with State and Federal constitutions, statutes, and rules, interpretations of the courts, and all the powers and responsibilities they provide.

2.3 Attendance at Meetings

Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. This shall include all ad-hoc committee meetings to which the Director has been assigned.

ARTICLE 3: MEMBERSHIP OF THE FIRE DISTRICT BOARD

3.1 Board Membership

The Board of Directors of Lakeport Fire Protection District shall consist of five (5) members serving four-year, staggered terms. By State law, a resident of the District who is a registered voter over 18 years of age shall be eligible to serve as a Director. The election of the Directors shall be conducted as provided by California Law. Appointed and appointed Directors shall have a live scan background.

3.2 Board Orientation

- ***Board Candidate Orientation***

The Fire Chief and the Board Chairperson (or designee should the current Board Chairperson be a candidate for a re-election) are responsible for appropriate orientation of candidates who have filed for the Board in an election year. Candidates should be invited to attend this orientation as scheduled by the Fire District.

- ***New Board Member Orientation***

The Fire Chief and the Board Chairperson (or designee) shall be responsible for the appropriate orientation and training of new Directors prior to taking their seat on the Board.

The orientation and training session for new Directors shall be for information purposes only to acquaint them with the facilities, equipment, and personnel of the Fire District and provide an overview and/or copies (if requested) of:

1. Fire Board Policies and Procedures (this Manual)
2. District territory and boundaries
3. Labor and other major contracts
4. Brown Act Summary (Appendix B)
5. Other matters concerning Conflict of Interest
6. The current Fire District budget
7. Board Resolutions
8. District Ordinances
9. Any other important issues

After taking office, the new Director will be provided with additional orientation and issued certain items. See Appendix C for the complete list.

3.3 Training, Education and Conferences

Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Directors may also attend or observe certain District training classes as approved by the Fire Chief. The internal training calendar will be provided to the Board of Directors. Directors are encouraged to minimize expense to the District by using on-line courses where possible.

External Training

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Notification should be provided to the Board of Directors for meetings, travel and conferences outside of the District. The Board Chairperson or his/her designee in consultation with Fire Chief may make approval for the expenses necessary. The Clerk of the Board is responsible for making arrangements for Directors for conference and registration expenses, and for per diem (at Fire District mandated per diem allowance.) Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging and travel. All expenses for which reimbursement is requested shall be submitted to the Clerk of the Board, together with validated receipts. Expenses to the District for Director training, education and conferences should be kept to a minimum by

utilizing recommendations for transportation and housing accommodations put forth by the Fire Chief and by the adopted budget amounts.

- A. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates, Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
- B. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions that will be of benefit to the District. Materials from the sessions may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Internal District Training

Directors are encouraged to observe fire ground and disaster training events, to foster a better understanding of the knowledge, skills and abilities required of command staff and line personnel in performing their duties. Requests for attendance shall be submitted to the Fire Chief in advance of the training for approval.

3.4 Director Compensation and Reimbursement

The Fire District shall reimburse Directors at the rate of \$100.00 per meeting for all regularly scheduled meetings in which the Director actually attended.

The Fire District shall reimburse Directors for reasonable expenses actually incurred while on Fire District business. Such reimbursement shall extend only to the bona fide expenses of Directors, and shall not include recompense for a spouse or companion's costs. Each Director shall present a statement, supported by appropriate documentation, before reimbursement is made.

Director compensation can be modified by vote of the Board per Health and Safety Code Section 13857.

3.5 Director Apparel and Equipment

The District shall provide a district the following to each Director upon assuming office:

- District photo ID card

- Uniform polo shirt and cap
- A name plate with their name and position of "Director" below it. The name plate will be 3/4" gold colored with black letters

Directors may purchase additional uniform shirts and jackets as described in the Uniform Policy for non-sworn, non-safety personnel. All items must be labeled with the title "Director" or the name plate must be used on the clothing.

All of the above items should be displayed only while conducting official District business. Directors shall not be issued nor wear safety equipment unless required or requested to do so by the Fire Chief.

Directors may request emergency radio frequencies to be programmed into their own one-way radio (scanner) for listening to various incidents. Directors shall not be issued, pagers, radios or any device that is capable of two-way communication on local, county, State or Federal emergency frequencies or channels. For safety reasons, Directors shall not use two-way communications devices on emergency frequencies or channels without proper license, training and authorization from the Fire Chief.

All District issued apparel and equipment are to be returned to Fire District upon vacating office. Note: certain items may be returned to a retiring Director with the approval of the Chief and the Board Chairperson.

Care of all apparel and equipment is the responsibility of the Director. Should any apparel or equipment issued by the District be lost or stolen it may be the Director's responsibility to pay for any replacements. The Director should file a written notice as soon as possible with the Fire Chief if a loss occurs and discuss the replacement options.

3.6 Board Vacancies

Pursuant to California State Law, a vacancy on the Board shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors or any of the following:

1. An adjudication pursuant to a quo warrantor proceeding declaring that the Director is physically or mentally incapacitated due to disease, illness, or accident that the Director would not be able to perform the duties of his or her office.
2. His/her resignation.
3. His/her removal from office.
4. Place of residence outside the District.

5. A conviction of a felony or any offense involving a violation of his/her official duties.
6. Refusal or neglect to file his or her required oath or bond within the time prescribed.
7. The decision of a competent tribunal declaring voids his/her election or appointment.
8. His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.
9. The death of the incumbent.

Filling vacancies in the office of Director shall be in accordance with California Law. Within 60 days of the vacancy, the Board must fill the vacancy by appointment or by special election. If not, then within 90 days of the vacancy, the City of Lakeport and County of Lake may fill the vacancy by appointment in accordance with Health and Safety Code section 13837 or order the District to call an election.

3.7 Board Elections

When a District election is to be held for the purpose of electing members to the District Board, the election officer shall cause the following information to be published in accordance with California Law:

1. The date of the election;
2. The Board positions to be voted upon;
3. The latest date candidates may file for office.

The County of Lake Registrar of Voters, serving as elections officer, has total responsibility for the conduct and administration of District elections.

ARTICLE 4: OFFICERS AND COMMITTEES OF THE FIRE DISTRICT BOARD

4.1 Board Officers

The Board shall hold annual elections at its January meeting for Chairperson and Vice-Chairperson. The terms for Chairperson and Vice Chairperson shall commence on first day of January and end on the thirty-first day of December. The Chairperson and Vice-Chairperson shall be appointed for a one-year term. The Vice-Chairperson shall become Chairperson upon the death, incapacitation, resignation, or removal of the Chairperson. In the case that the Vice-Chairperson succeeds to the presidency, the Board shall elect a new Vice-Chairperson at its next meeting. In extraordinary

situations, the Board may extend the limit on consecutive terms for an officer from two years to three years by a vote of the Board.

4.2 Chairperson Duties

The Chairperson shall be the presiding officer of the Board, shall collaborate with the Fire Chief to establish the agenda for the meeting, shall sign all documents on behalf of the Board and District that may be required, and shall have the same rights and responsibilities as other Directors to participate in and vote at Board meetings. The Chairperson-elect, with the approval of the Board, shall designate, no later than the January regular meeting, Directors who will serve as liaison positions for the upcoming year. The Chairperson may change liaison with the approval of the Board.

4.3 Vice-Chairperson Duties

The Vice-Chairperson shall serve as acting Chairperson in the absence or temporary disability of the Chairperson. The Vice-Chairperson shall become Chairperson upon the death, resignation, or removal of the Chairperson.

4.4 Board Ad Hoc Committees and Liaisons

The Board Chairperson or designee shall outline the duties and responsibilities of a Director on an ad hoc committee at the time of appointment. Only two Directors shall serve on an ad hoc committees. Ad hoc committees shall be considered dissolved upon submission of the final report, unless their standing is continued by a vote of the majority of the Board.

The Board will establish liaisons as appropriate.

ARTICLE 5: POWERS AND DUTIES OF THE FIRE DISTRICT BOARD

It is the policy of the Fire District Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

5.1 Board Responsibilities and Duties of Fire Chief

Important activities of the Fire Board are the formulation of policies and rules regarding Fire District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the operational, administrative, personnel and executive functions to the Fire Chief.

5.2 Code of Ethics and Harassment

The Board of Directors of the Lakeport Fire Protection District is committed to providing excellence in legislative leadership that will result in the highest quality of services to its

constituents. Pursuant to AB 1234, Ethics Training for Local Officials, passed by the Legislature on October 7, 2005, requires that all local agencies that provide compensation, salary or stipend to, or reimburses the expenses of, members of a legislative body must provide ethics training to local agency officials every two years. There are numerous training options available including an on-line program that will allow local officials to satisfy the requirement of AB 1234 on a cost-free basis.

Pursuant to AB 1825, passed by the legislature on August 17, 2007, sexual harassment training for local officials is required every two years. There are numerous training options available including an on-line program that will allow local officials to satisfy the requirement of AB 1234.

5.3 Board Directors Meeting Participation

The basic manner in which Directors fulfill their office must be at a regular, special, or workshop meeting, and will be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All Directors, including the Chairperson, are expected to participate fully in deliberation and voting.

5.4 Board Directors Decorum

It is understood that Directors will not always agree. Directors have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Directors should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible. In order to assist in the governing of the behavior between and among Directors of the Board, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.

5.5 Board Directors Responsibility to Constituents

Directors, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting fire and life-safety needs of the District.

5.6 Board Directors Action and Service

Directors' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

5.7 Board Directors Conduct and Responsibilities

Conduct

The Fire District Directors shall observe the following code of conduct designed to guide their actions in carrying out their responsibilities. A Fire District Board Director should strive to understand that his/her basic function is policy and not administration or operations. Therefore, Directors will:

1. Refuse to make commitments on any matter which should come before the Board as a whole.
2. Refuse to participate in secret meetings or other irregular meetings, which are not official and which all members do not have the opportunity to attend.
3. Recognize that he/she has no legal status to act for the Board outside of official meetings.
4. Respect the rights of Fire District constituents to be heard at official meetings within established parameters and guidelines for public testimony.
5. Make decisions only after available facts bearing on a question have been presented and discussed.
6. Accept the principle of "majority rule" in Board decisions.
7. Recognize that the Fire Chief has full administrative and operational authority for properly discharging duties within the limits of established Board policies.
8. Recognize that the Fire Chief or designee is the technical advisor to the Board.
9. Present personal criticisms, complaints or problems regarding Fire District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
10. Declare conflicts of interest into the public record.
11. Conduct all Fire District business in an ethical manner.
12. Refuse to use his/her position on the Fire Board in any way, whatsoever, for personal gain.

13. Not distract or engage personnel in any way during any training or live incidents in which the Director's presence has been requested by the Fire Chief.
14. Not speak for or give operational orders to the Fire Chief, command staff, or any operational staff during live incidents in which the Director's presence has been requested by the Fire Chief.
15. Not engage in behaviors of harassment, discrimination or retaliation towards other Directors, the Fire Chief, command staff, or any other personnel of the District. The District has policy and procedures governing harassment, discrimination and retaliation in the workplace (See Appendix H). It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination and retaliation. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any employee. All Directors must be familiar with and in compliance of the District's Policy prohibiting such behaviors. All new Directors shall participate in Harassment, Discrimination and Retaliation Training within one year of joining the Board, if they have not already done so.
16. Give staff and contemporaries the respect and consideration due to skilled, professional personnel.

Responsibilities

Directors are responsible for monitoring the Fire Chief's progress in attaining District goals and objectives, while pursuing its mission.

Directors shall practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach the Fire Chief or appropriate staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints shall be referred directly to the Fire Chief.
- In handling items related to safety, concerns for safety, or hazards shall be reported according to the following hierarchy:
 1. Fire Chief
 2. Battalion Chief
 3. Duty Chief
 4. Fire Captain

Chain of Command is dependent upon executive staff availability. Emergency situations shall be dealt with immediately by seeking appropriate assistance.

In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns shall be referred directly to the Fire Chief or the Clerk of the Board.

When approached by District personnel concerning specific District policy, Directors shall direct inquiries to the appropriate staff supervisor if known. The Fire Chief shall also be made aware of personnel concerns. The chain of command shall be followed. A Joint Labor Management Committee (JLMC) may be established to facilitate the resolution of issues and improve communication between Management and Labor.

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District. When responding to constituent requests and concerns, Directors shall be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors function as a part of the whole. As such, issues shall be brought to the attention of the Board as a whole, rather than to individual Directors selectively.

Directors shall be expected to serve on ad-hoc committees as established. These committee assignments are a two Director fact-finding committee established for the purpose of making recommendations to the full Board on modifications to current policies and related Fire District business.

5.8 Board Director Discipline

The Board reserves the right to censure, criticize, disapprove or condemn actions taken by individual Directors if their actions exceed the grounds of authority conferred upon Directors by the law or, if by their actions, they fail to fulfill their fiduciary duty to the District.

The right to censure a fellow appointed official is established by case law. Censure is a disciplinary matter and, as such, the person who is proposed for censure has a right to due process (i.e. hearing on the charges). Boards may also pass resolutions criticizing, disapproving or condemning a Director for his/her conduct and that does not require a process hearing beforehand.

5.9 Board and District Public Communication

The Fire Chief, or designee, is the spokesperson for the District when dealing with the media. In the course of normal events, Directors should refer inquiries to the Fire Chief. The Fire Chief and the Board should strive to be in agreement regarding the public posture of the District. Where possible it is desirable for the Board to have a unified position (e.g. "Board position") that may be communicated to the public through the media. If it is necessary for the Board to make a separate statement to the media, that responsibility should rest with the Board Chairperson or his/her designee.

Internal District information should not be distributed to the media without the permission of the Fire Chief. However, Directors, as appointed officials, have all of the rights and privileges of any private citizen to speak with the media. If a Director finds it necessary to speak to the media regarding the Fire District, that member should be clear that he/she is speaking as an individual Director and not as a spokesperson for the Board. In order to speak for the Board, any individual Director must be authorized by the Board. When speaking to the media on matters not related to the Fire District, any Director should clearly state that he/she is speaking as a private citizen and not as a Director.

5.10 Board Philosophy for Fire District Reserves

The Fire District's Reserve Policy has been developed for the General Fund to maintain an unreserved, undesignated fund balance that is at least 20% of anticipated Operating expenditures. Its purpose is to maintain the District's credit worthiness, and adequately provide for:

- Cash Flow Requirements
- Contingencies for unforeseen or operating or capital needs
- Economic uncertainties, local disasters or catastrophic events and other financial hardships or downturns in local, state, or national economy

5.11 Fire Board Employee Compensation Policy

The Fire Board values its represented and unrepresented employees and seeks to provide equitable compensation for each group and classification. The District's Board of Directors may observe this policy when adopting compensation plans and contracts covering District employees.

Principle No. 1 – Recruitment and Retention: Compensation should, when economically feasible, be set at a level sufficient to recruit and retain employees who are qualified and committed to provide high quality services to the community. One critical measure of whether compensation meets this criterion is whether there are a sufficient number of qualified applicants for advertised job openings.

Principle No. 2 – Fairness: The Board may strive to ensure its compensation program is fair and equitable from all legitimate perspectives, including the perspectives of the community, labor and management. The District may choose to survey public and private employers to evaluate the appropriateness and fairness of its compensation program. The Board is directly accountable to the District's constituents, and the Board accordingly retains the discretion to determine the fairness of all compensation programs.

Principle No. 3 – Transparency: Compensation for all District employees should be 100% transparent – i.e., the public should be able to see all pay elements, including the

cost of all health, pension and welfare benefits, applicable to each employee. District pay packages should be simple and easily understood. Safeguards must be in place to prevent abuses such as pension spiking and maximizing overtime through manipulation.

Principle No. 4 – Fiscal Sustainability: All compensation commitments must be made consistent with principles of fiscal sustainability and to ensure the District's long-term success in achieving its mission. Compensation adjustments must not compromise the District's ability to successfully meet its ongoing and future financial commitments. The Board may observe its Labor Relations Policy and Plan.

Principle No. 5 – Accountability: All compensation commitments must be expressly delineated and are subject to formal approval by the Board of Directors. The Board will not abide "implied" or unwritten contracts, or unspecified "past practices," that purport to require employee compensation.

Principle No. 6 – Performance Based Pay: Whenever reasonably possible, compensation may be tied to merit and performance. The District may not permit pay increases based merely on the length of employment.

Principle No. 7 – Economic Climate: The District may consider the overall economic climate and condition affecting the District and its constituents when setting compensation levels, including regional economic indicators such as the rate of unemployment, inflation, current and projected revenues, and the District's anticipated ability to pay in the long term.

Principle No. 8 – Legal Compliance: The District will ensure that its pay practices comport with the Fair Labor Standards Act and, to the extent legally applicable, State law. The District renews its commitment to negotiate in good faith with labor pursuant to the Meyers-Milias-Brown Act ("MMBA"), and to abide by all requirements of the MMBA.

Principle No. 9 – Flexibility: The District may strive to remain flexible and innovative in light of changing conditions and improving technologies and may continually re-evaluate its pay practices to ensure they are consistent with best practices.

5.12 Collective Bargaining Agreement

It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups (Represented Safety, Unrepresented Miscellaneous, Unrepresented Safety, Unrepresented Confidential and Chief Officers), as required in the Meyers Milas-Brown Act. The Board Chairperson shall appoint an ad-hoc committee with the responsibility of negotiating with employee groups. During contract negotiations a Director should limit communication with the bargaining group and the Fire Chief on matters pertaining to the negotiation. Ad-hoc committee members shall negotiate directly with represented labor groups; however, committee members cannot agree to anything as an individual or on behalf of the Board while bargaining is underway.

The Memorandum of Understanding (MOU) is entered into by and between the LAKEPORT FIRE PROTECTION DISTRICT (District), a California Special District and each individual represented and unrepresented employee group, pursuant to Government Code 3500, et seq.

The MOU's, including side letters to such, is of no force or in effect in regard to matters within the authority of the District Board of Directors until such matters are submitted to, and accepted by, the District Board of Directors.

5.13 Sunshine Policy

It is Board Policy to be open and transparent as allowed by law. To that end, the Board has adopted "sunshine" clauses and procedures where appropriate. Any proposed collective bargained labor agreement between the District and designated District employee representatives, shall be made publicly available at least fifteen (15) calendar days before the meeting at which the agreement will be acted on by the Board.

ARTICLE 6: DELEGATION OF BOARD AUTHORITY

6.1 Board Approval of the Fire Chief Position

The Fire District Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

The Board will approve a position description for the Fire Chief as per District Policy. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

6.2 Responsibilities of Fire Chief to the Board

The Fire Chief shall serve as the Executive Officer of the Fire District. Responsibilities of the Fire Chief may include:

1. Preparing the agenda in collaboration with the Board Chairperson for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.
3. Reporting periodically to the Board on the progress of the programs in the District.

4. Addressing personnel, financial and capital improvement matters under the direction of the Board.
5. Reporting to the Board, appointments, demotions, transfers and dismissals in accordance with the policies of the Board as applicable.
6. Represent the Fire Board as the Director of Personnel for the District.
7. Provide for succession planning for management and personnel within the District. As such, a yearly review of the District's Succession Plan shall take place at a board meeting in February of each year.

6.3 Fire Chief Evaluation

The Board shall establish a process for evaluating the Fire Chief and establish an ad-hoc committee to carry out the evaluation process (see Appendix E). The evaluation process is reviewed at the regular December board meeting for any modifications prior to beginning the actual review process.

6.4 Fire Chief Delegation

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Such administrative policies and procedures will detail the operations of the Fire District. This shall include the authority to enter into contracts and make purchases necessary for the operation of the District, provided said contracts and purchase are below the Capital Asset threshold.

6.5 Fire Chief Administrative Actions

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to inform the Board promptly of such action and of the possible need for policy or rule.

6.6 Fire Chief Reporting Process – Fire Fatalities

Whenever a fire fatality occurs in the Fire District the Fire Chief shall conduct an investigation of the incident and prepare a written report to the Board.

ARTICLE 7: FIRE DISTRICT BOARD MEETINGS

It is the policy of the Fire District Board that all meetings be conducted in accordance with California and Federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information

from staff and other sources, as appropriate, before decisions are made on policy and procedural matters.

7.1 Meeting Location

Regular meetings of the Fire District Board shall be held at the Lakeport Fire Protection District, 445 N. Main St., Lakeport, CA on the second Tuesday of each month at 17:00 hours unless by specific action of the Board a different meeting place or time is appointed.

The Chairperson and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

7.2 Regular Meetings

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the Lakeport Fire Protection District Administration Office and are open to the public, except as provided for Closed Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act, an additional posting of the agenda to the Lakeport Fire Website. A nominal fee may be charged for copies of public records in accordance with rules established by the Board of Directors.

It shall be the policy of the Fire District Board to recognize itself as a policymaking body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

Meetings may include a closed session as necessary.

7.3 Special Meetings

The Chairperson of the Board or a majority of the legislative body may call a Special Meeting. A majority may meet without providing notice to the public in order to call a Special Meeting and prepare the agenda; however, only discussion of the actual agenda items may occur. Notice of a Special Meeting must be provided 24 hours in advance of the meeting to all of the legislative body members and to all media outlets who have requested notification. The notice also must be posted at least 24 hours prior to the meeting in a location freely accessible to the public. Notice is required even if the meeting is conducted in closed session. Minutes are required for Special Meetings.

7.4 Emergency Meetings

An Emergency Meeting may be called by the District Board if a work stoppage, crippling activity, or other activity severely impairs public health or safety. Alternatively, the legal body may determine a dire emergency exists, such as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril. All of the special meeting provisions apply to emergency meetings, except for the 24-hour notice requirement.

7.5 Ad-Hoc Committees

~~Ad hoc committees shall meet as necessary in accordance with their specific mission and purpose. An Ad hoc committee has a limited purpose and/or a limited span or time frame. These committees exist as long as necessary to accomplish their goal after which they are disbanded. There are no notice or agenda requirements for ad hoc committees. The maximum number of Directors that may be on an ad hoc committee is two. No minutes are required from an ad hoc committee.~~

7.6 Study Sessions

Study sessions may be scheduled from time to time to allow the Board to focus closely on a particular subject. The notice and agenda requirements for a Study Session are the same as those for a regular Board meeting. A Study Session may be a closed meeting if it meets the requirements. No minutes are required for a Study Session. No action may be taken at a Study Session except providing direction to staff.

7.7 Agendas

Agendas for respective meetings shall be determined in the following manner and shall comply with appropriate noticing and publishing.

Agenda Item Requests – Board Members

As stated in Policy 4.2, the Fire Chief in collaboration with the Board Chairperson shall prepare an agenda for each regular, committee and special meeting of the Board of Directors. Any Director may request the placement of any item related to District business on the agenda of an upcoming scheduled regular Board Meeting in one of four ways:

1. By voicing a request during the open session of a Board Meeting that an item be placed on the agenda for the following meeting;
2. By submitting a request, outside of a Board Meeting, to the Board Chairperson or the Fire Chief with a copy to the Clerk of the Board;
3. By submitting a request, outside of a Board Meeting, to the Fire Chief.

4. By the Board member adding agenda items directly by submitting a form.

Barring emergencies or other exigent circumstances, all agenda requests shall be made at least two weeks prior to the Board meeting at issue. The Fire Chief and the Board Chairperson shall honor all agenda requests that meet the requirements of this policy and state law. Agendas should be finalized and sent to the Clerk of the Board 14 days prior to the scheduled regular meeting, whenever possible. If appropriate, requested agenda items may be combined with one another or other items of similar subject matter for purposes of parliamentary convenience.

Agenda Item Requests – Members of the Public

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors. The request may be made during the public comment portion of any Board meeting, but unless the requirements of the Brown Act can be met, the agenda item may only be added to a future meeting agenda. If the request is made outside of a Board meeting, the procedure is as follows:

1. The request must be submitted, in writing, to the Fire Chief at least one week prior to the Board meeting, and
2. The Board Chairperson, upon consultation with the Fire Chief, will determine whether the public request is a "matter directly related to the District Business" and if so, it may be placed on the Board's next scheduled meeting agenda.

Consent Agenda

Items of recurring nature may be included for consideration. These items will be determined during agenda setting meetings between the Chairperson and Fire Chief.

7.8 Closed Sessions

A Closed Session is a part of a meeting where no member of the public may be present. Only the following topics are grounds for calling a closed session Government Code Section 54953 (b) (3):

- Personnel Matters: Appoint, employ, evaluate performance, discipline, dismiss or release an employee
- Pending or Anticipated Litigation
- Labor Negotiations
- Real Property Negotiations
- Public Security
- License Application by persons with criminal record
- Liability Claims
- Trade Secrets
- Charges or complaints involving information protected by federal law

- Conference involving Joint Powers Agency
- Audit by Bureau of State Audits

7.9 Quorum

A quorum is the minimum number of Directors of a deliberative body necessary to conduct the business of the Fire District Board. Three Directors of the five-Director Board must be physically present within the District to conduct Fire District business.

7.10 Public Comments

Public comment is encouraged at all Board meetings. Any person requesting to speak is advised to fill out a speaker request card, but is not required to do so. Public comment is limited to three minutes per speaker, which may be waived or modified by the Board Chairperson. The agenda will emphasize the right to public comment by including the following phrase as a preamble to the public comment section: "A fundamental element of democracy is the right of citizens to address their appointed representatives, therefore..."

There are three opportunities for public comment:

- **Public Comment #1**
Under "Public Comment #1", the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked (but are not required) to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information. This will generally take place before the consideration of the Consent Calendar.
- **Public Comment for Agenda Items**
District policy assures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.
- **Public Comment #2**
Under Public Comment #2, the public may address the Board if they were unable to do so during Public Comment #1. The same caveats apply.

7.11 Presiding Board Meeting

The Board Chairperson shall normally preside at meetings of the Board. In the absence of the Board Chairperson, the Board Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the first order of business at the Board

meeting shall be the appointment of a presiding Director to chair the meeting by the Directors who are present.

ARTICLE 8: MEETING MINUTES AND PUBLIC RECORDS

8.1 Board Meeting Minutes

The minutes of the meetings of the Fire District Board shall be maintained in the Administration Office of the District and shall provide for information as required by law and Board policies. For convenience, an additional posting of the Board Minutes may be found on the Lakeport Fire website.

8.2 Clerk of the Board

The Clerk of the Board performs various administrative and managerial duties such as, preparation of the Board agenda, facilitation of the execution of official and legislative processes, which includes administering provisions of the Political Reform Act of 1974, attesting to the passing of resolutions and ordinances, and participating in the Fire District Board Meetings.

The Clerk of the Board also records official actions and legislation of the District, documenting the proceedings of meetings and retaining other legal and historical records. Records are maintained while providing appropriate public access to District business. The Clerk of the Board manages the proper maintenance and disposition of District records and information according to the retention schedule and helps to preserve District history.

8.3 Board Meeting Minutes – Public Record

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours.

8.4 Public Records Process

The Fire District recognizes the right of any member of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. A written request for records must be submitted, reasonably describing the requested records. When access to District records is granted, a staff member designated by the Fire Chief will make examination in the presence of the record custodian regularly responsible for maintenance of the files. In accordance with the Public Records Act, certain records, including personnel records, are not included in the category of records to which the right of access may be granted by the Fire District.

The Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board, but minutes shall not be taken of ad-hoc committees, Closed Sessions or Study Sessions.

Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board Meeting.

The official records of the meetings are the approved typed minutes. The official typed minutes of the regular and special meetings of the Board shall be kept in a secured office with easy access for the public review during normal business hours.

Motions, resolutions, or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each calendar year.

The minutes of Board meetings shall be maintained as hereinafter outlined:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon; adjournment of the meeting; record of written notice of special meetings; and, record of items to be considered at special meetings.
6. Complete information as to each subject of the Board's deliberation; Approval or amended approval of the minutes of preceding meetings;
7. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
8. All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
9. A record of all contracts entered into;
10. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;

11. A record by number of all warrants approved for payment;
12. Adoption of the annual budget;
13. Financial reports, including collections received and deposited and sales of District property shall be presented to the Board every month;
14. A record of all important correspondence;
15. A record of the Fire Chief's report to the Board;
16. Approval of all policies and Board-adopted regulations; and
17. A record of all visitors and delegations appearing before the Board.

8.5 Board Electronic Communications Policy

The District has established an Electronic Communication Policy and an Information Security Procedures to which users are expected to adhere (See Appendix A). The purpose of these policies is to ensure the proper use of the District technologies. This policy is included here for information purposes and should be familiar to Board members.

The Electronic Communication Policy covers such items as Personal Use, Protocol for Use, Unauthorized Purposes, Authorized Hardware and Software Configurations, Data Backup, Security, Internet Use, Shared Resources, the Public Records Act, Confidentiality, Privacy and Misuse.

The Information Security Procedures includes such items as Passwords and the Use of the District Network with Non-District Equipment.

Use of E-mail

The District will retain all incoming and outgoing e-mail messages from the Board of Directors e-mail accounts on the District's server for two years. These e-mail messages are public records and are subject to disclosure through the provisions of the Public Records Act, with rare exception.

ARTICLE 9: RULES OF ORDER DURING MEETINGS

The Board Chairperson is responsible for the maintenance of order and decorum at all times. No person is allowed to speak whom the Board Chairperson has not first recognized and all questions and remarks shall be addressed to the Chairperson.

9.1 Points of Order

The Board Chairperson shall determine all Points of Order subject to the right of any Director to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board Chairperson be sustained?" In which event a majority vote shall govern and conclusively determine such question of order.

9.2 Decorum and Order – Board Directors

Any Board Director desiring to speak shall address the Chairperson and, upon recognition by the Chairperson, shall confine himself/herself to the question under debate.

1. A Director desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself or to designate some member of his staff for that purpose.
2. A Director, once recognized, shall not be interrupted while speaking unless called to order by the Chairperson, unless a Point of Order is raised by another Director, or unless the speaker chooses to yield to questions from another Director.
3. Any Director called to order while he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his/her remarks so as to comply with rules of the Board.
4. Directors shall at all times conduct themselves with courtesy to each other to staff and to members of the audience present at Board meetings and public sessions.
5. Any Director may invite any members of the Public, to speak at a Board meeting during the period reserved for public comment.

9.3 Decorum and Order – Employees

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

9.4 Conflict of Interest

All Directors are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Director prevented from voting because of a conflict of interest shall state the basis for the conflict, recuse him/herself and leave the room for the duration of the debate and vote on the item.

9.5 Limitation of Debate

No Director normally should speak more than once upon any one subject until every other member choosing to speak thereon has spoken. No Director shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Board.

9.6 Dissents, Protests, and Comments

Any member shall have the right to express dissent from, protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason . . ."

9.7 Rulings of Chairperson Final Unless Overruled

In presiding over meetings, the Board Chairperson, Vice Chairperson or temporary Chairperson shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Directors present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

9.8 Actions Not Invalidated

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

9.9 Actions

The Board may act only by ordinance, resolution or motion. For example: Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it (unless a minute order is requested).

9.10 Processing of Motions

When a motion is made and seconded, it shall be stated by the Board Chairperson before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

9.11 Motions Out of Order

The Board Chairperson may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

9.12 Division of Question

If the question contains two or more divisional propositions, the Board Chairperson shall, upon request of a member, divide the same.

9.13 Precedence of Motions

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- A. Adjourn
- B. Fix hour of adjournment
- C. Table
- D. Limit or terminate discussion
- E. Substitute
- F. Reconsider
- G. Amend
- H. Postpone

A. Motion to Adjourn – Not debatable

A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion
2. When made as an interruption of a Member
3. When discussion has been ended and vote on motion is pending
4. When a vote is being taken a motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

B. Motion to Fix Hour of Adjournment – Not debatable

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable and amendable except by unanimous vote.

C. Motion to Table – Not Debatable

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

D. Motion to Limit or Terminate Discussion - Not Debatable

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

E. Motion to Amend - Debatable

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

F. Motion to Continue - Debatable

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

G. Reconsideration - Debatable

Any Director who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent to the Board.

H. Voting Procedure

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Director present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Board Chairperson voting last. The Clerk of the Board shall call the names of all members seated when a roll call vote is ordered or required. Directors shall respond 'aye' or 'no' or 'abstain.' Any Director not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

9.14 Tie Votes

Tie votes shall be considered a no vote or denial.

ARTICLE 10: RESOLUTIONS

Actions of the Board on matters of policy or procedure of a less formal nature than the subject of an ordinance are taken by resolution, which are effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

- A. Discussion
- B. Motion
- C. Second

- D. Vote, pursuant to the methods set out for motions
- E. Result declared

When a resolution has not been prepared in advance the Board may adopt the resolution by title. In that case, the Clerk of the Board shall prepare the form of the resolution for presentation at the next meeting.

ARTICLE 11: ORDINANCES

Ordinances of the District shall be adopted by the Board pursuant to Government code Sections 25120 et seq.

All ordinances shall be placed on the agenda for regular meetings by title and a brief description of content. (An exception is an urgency ordinance, which may be adopted at a special meeting.) The procedure for adoption is:

- A. Discussion
- B. Introduction/first reading of the ordinance. A motion to waive reading the entire ordinance and read by title and number only, must be carried by a majority.

A reading by title by the Clerk of the Board motion to introduce.

- a) Moved by:
- b) Seconded:
- c) Carried by:

- C. Adoption/second reading of the ordinance must occur at least five (5) days after first reading.

Except as specified by law, ordinances become effective 30 days after final passage providing the ordinance has been published one time in a newspaper of general circulation published in the District.

ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the Fire District shall be in attendance either in person or via teleconference for Regular Fire Board Meetings when legal advice, contract consultation and/or Closed Session interactions deem it necessary by the Board Chairperson or the Fire Chief.

In keeping with District Policy and fiscal responsibility, all legal counsel contact shall have prior approval by the Board Chairperson and/or Fire Chief for matters requiring a legal interpretation.

DRAFT

APPENDIX A ELECTRONIC COMMUNICATION POLICY AND INFORMATION SECURITY PROCEDURES

Electronic Communication Policy

Section 1 – Purpose

The purpose of this policy is to ensure the proper use of Lakeport Fire District (referred to as "District") technology. The District's Electronic Communication Policy allows the District to protect data and confidential information. This policy is applicable to all Users of the District's electronic communications systems.

The District's e-mail system is the exclusive property of the District and is provided to Users for creating and transmitting District business-related information.

Violations of this policy can result in immediate revocation of the User's access to the District's network.

Section 2 – Definitions

1. User – Board Members
2. Computer Equipment and Related Tools - includes but not limited to equipment such as desktop personal computers, laptops, servers, printers, scanners, modems, PDAs, storage devices, Internet access, e-mail, and the software that makes each tool functional.
3. Communication Equipment and Related Tools – includes but not limited to equipment such as telephones, cellular phones, voicemail, and fax machines.

DISCLAIMER

The District cannot completely protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic resources and communications are warned that they may come across or be recipients of material they find offensive. Creating, discussing, forwarding or printing offensive e-mail or internet materials, however, can constitute a violation of this and other District policies.

Section 3 – Policy Specifics

1. Personal use – Personal use of telephones, computer equipment, Internet access and e-mail during working hours is discouraged. If personal use is made of District equipment, Users should not expect the data to be protected from review, preservation or deletion. Accordingly, Users should not use the District's systems to

create or transmit information they wish to keep private. The District shall be reimbursed for any charges generated as a result of personal use of the District's equipment.

2. **Protocols for Electronic Communications.** E-mail by nature represents and reflects upon the District's public image and integrity. Users should ensure their messages are respectful, professional, and consistent with District policies.
 - a) Forwarding business-related e-mails from District e-mail accounts to a personal e-mail account is discouraged. E-mail forwarded to a personal account may open up that personal account to a Public Records Act request.
 - b) Personal e-mail accounts should not be used to conduct District business.

E-mail is intended as a temporary medium of transmission of communication and should not be used for permanent storage of records. E-mail is to be read on a regular basis and promptly deleted by both sender and recipient, unless 1) a law or directive expressly requires such communication to be kept; or 2) preservation of such communication is necessary or convenient to the discharge of the User's duties, and the information is being retained for the purpose of preserving its informational content for future District use or reference.

If a User determines the information received by e-mail needs to be retained, the information should be printed as a hard copy and then deleted or transferred to an electronic file located on the District's network specifically designated for this purpose. Routine backup of the District's e-mail system is for disaster recovery only, which does not allow individual e-mails to be restored.

3. **Unauthorized purposes --** District equipment shall not be used for any commercial promotional purpose, to conduct personal business affairs, or to communicate any material of a political, religious, obscene or derogatory nature that would conflict with the District's personnel policies.
4. **Authorized Hardware and Software Configurations --** Computer hardware and software will be installed, configured and supported by the District. Hardware and software is allowed to be installed on District computers only if it is purchased and licensed by the District.
5. **Data Backup --** Files stored on the District's computer networks shall be backed up periodically according to the District's network backup policies. Users shall utilize network resources to store their data files to the fullest extent possible to protect the District's data resources. Users are responsible for ensuring that critical data is always stored on network servers. No data should be stored on desktop computer hard drives, except during network outage problems. District data should be copied back to network servers as soon as possible and deleted from desktop computer hard drives, laptops, or District-provided storage devices.

6. Security – The District’s Information Security Procedures are listed in Attachment A and are included as part of this Policy to which all Users are expected to adhere.

Computers shall not be left unattended in a state that affords inappropriate access to records of the District or otherwise compromises security. (e.g., lock workstation or logoff). At any time, a User’s access to computer, communication equipment and network resources may be limited due to necessary security policies to protect the District’s network. The District employs monitoring software and will, at District’s discretion, prevent unauthorized use. Security of District electronic information systems and data on those systems, including data posted or downloaded by Users, is a District priority. Users must help the District protect its systems and materials stored on those systems by immediately notifying the District about security problems, including: vandalism; unauthorized access or use; the downloading, uploading, or creation of computer viruses; and theft or misuse of District hardware or software or of materials and data created by Users.

7. Internet -- All Internet Users are expected to be responsible "cybercitizens," which means knowing the tools, rules and etiquette and behaving accordingly. Violations of this policy will result in removal of Internet privileges.

- a) Material posted to Internet newsgroups or bulletin boards should not reflect negatively on the District, its employees or violate any trust or copyright laws.

- b) Internet access is to be used only for District business during working hours. Personal use is to be limited in accordance with Section 3-A. The District may restrict access to authorized Users.

- c) Users are reminded all other District employment policies (e.g., workplace harassment, discrimination and retaliation policies) can affect Internet use. The District does use software tools to restrict access to sites and e-mails deemed inappropriate for the workplace. The District also utilizes tools to track internet usage.

8. Shared Resources - Users may not encroach on others use of computer resources. Such encroachment would include, but is not limited to, tying up computer and network resources for illegally or legally downloading or sharing music, movies, software or other files, or other non-District related applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage; launching attacks or probes, or otherwise attempting to subvert the security of any system or network at the District or on the Internet; intentionally or irresponsibly introducing any computer viruses, worms, Trojan Horses, spy ware, or other rogue programs to hardware, software, systems or networks at the District or on the Internet; or physically damaging systems.

9. **Public Records Act** - District records, whether paper or electronic, are governed by public disclosure requirements of the Public Records Act. Disclosure may be required regardless of who sends or receives a communication or document. In the event the District receives a public records request that includes e-mail, Users responsible for the requested records must use their best efforts to preserve e-mail covered by the request until it is determined whether the e-mail must be disclosed. District Counsel and the Clerk of the Board must be contacted concerning any request for disclosure of District records applicable to e-mail or other electronic records of any User subject to this policy.

10. **Confidentiality** - California law requires that certain information be treated as confidential and not be distributed to others inside or outside the District who do not have authorization to view such information. Users may occasionally receive confidential electronic information. Some examples of confidential information are: personnel records, internal investigations, information relating to litigation or potential litigation, attorney-client communication, information related to labor negotiations, or information related to confidential real estate negotiations. When Users send confidential information, it should be marked 'Confidential Information' so recipients are alerted to the nature of the information.

Confidential information should not be sent or forwarded to Users, individuals or entities not authorized to receive and view that information.

Users shall exercise caution in sending confidential information by e-mail as compared to written memoranda, letters or phone calls because of the ease with which such information can lose confidentiality by inadvertent or intentional diversion or retransmission of others.

The District Counsel should be contacted concerning any questions about whether a communication is confidential.

11. **No Expectation of Privacy for Computer and Communication Equipment.**

The tools provided by the District in accordance with this policy remain the property of the District and are to be used for business communications. Accordingly, the District retains the right to review Users' usage of such equipment. Users shall have no expectation of privacy for voice, electronic mail (e-mail) communications and all other uses of computer and communication equipment. Examples of when the District might need to review Users' messages, sent or received, include but are not limited to:

- a) Attempting to retrieve lost messages;
- b) Recovering from system failures or monitoring system performance;

- c) Complying with various internal and external investigations such as grievances, workplace harassment claims, or suspected criminal acts;
- d) Ensuring that District systems are being used for business purposes and policies.

Section 4 - Compliance with this Policy

It is the responsibility of all Users to insure that they are in compliance with this Policy.

1. Privacy

Users shall have no expectation of privacy when sending, storing, posting, creating, or receiving information on District electronic information systems. Information created or stored on a District system is backed up on other parts of the system. The District cannot and will not guarantee Users that others will not deliberately or inadvertently view information created or stored on District systems. Materials and data stored on District electronic information systems are the property of the District and shall be stored with no expectation that the materials or data are personal or private. Users should not make information about themselves or others available on the Internet. The District cannot protect Users from invasions of privacy, identity theft and other possible dangers that could result from distribution of personal information.

2. Misuse

The use of the District's computers and electronic information systems is a privilege, not a right, and misuse of those systems or of District workspace may result in a withdrawal of that privilege.

Examples of misuse include, but are not limited to:

- a) Using District electronic information systems for purposes unrelated to District business;
- b) Soliciting, sending, posting, publishing, storing or accessing harmful matter or material that is threatening, obscene, pornographic, sexually explicit, or disruptive, or that could be construed as harassment or disparagement of others on the basis of race, national origin, sex, sexual orientation, age, religion, disability, marital status or veteran status;
- c) Using, promoting or authorizing commercial activities on behalf of for profit or not-for-profit institutions, without District authorization;
- d) Advertising products;
- e) Urging the support or defeat of any ballot measure or candidate;

- f) Reading, copying, completing, modifying, destroying, forging or deleting another User's material or mail on the electronic information systems, without the User's permission;
- g) Transmitting any material in violation of any federal or state laws, including but not limited to copyrighted material;
- h) Using, downloading, or disseminating copyrighted material on District information systems without the copyright holder's permission, or without giving copyright credit if use is for academic purposes;
- i) Creating, downloading, or uploading computer viruses;
- j) Encouraging the use of drugs, alcohol, tobacco, or promoting any activity prohibited by District policy or by law;
- k) Attempting to harm or vandalize any part of the District's electronic information systems or its computers; and
- l) Engaging in any conduct that would constitute a crime or violate California Penal Code Section 502, including knowingly and without permission accessing or damaging any computer system, network, or program or any User's data, accounts or access.

3. Consequences of Misuse

Violations of this Policy may, at the District's sole discretion, result in:

- a) Loss of the User's privilege to use District electronic information systems and/or computers;
- b) Disciplinary action, up to and including termination;
- c) Referral to police authorities if the conduct may constitute a crime.

Section 5 - Review Cycle

This policy will be periodically reviewed and updated as appropriate.

Information Security Procedures

Section 1 – Purpose

The District shall establish information security procedures to which Users are expected to adhere. These procedures are applicable to all Users.

The District reserves the right to change the policies and procedures set forth in this policy at any time.

Section 2 – Definitions

1. User - Board members

Section 3 – Policy Specifics

1. Passwords

Passwords are an important aspect of computer security. They are the frontline of protection for User accounts. Passwords are used for various purposes at the District. Some of the more common uses include: network accounts, web accounts, e-mail accounts, screen saver protection, division specific applications and voicemail access.

A poorly chosen password may result in the compromise of the District's network. As such, all Users are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

The District requires the following:

Network	
Length:	6
Complexity:	letters and numbers
Remember last password:	2 previous passwords
Require Password Change:	180 days

No User may share any of their User id or passwords with any other District employees or non-district employees. This includes logging a person in and allowing that person to perform work under a User id and password that does not belong to that individual. Authority and access to all information is based on User id. If a person needs additional authority or access, should contact IT to set it up.

All passwords are to be treated as sensitive and confidential.

- Do not reveal a password over the phone to ANYONE
- Do not reveal a password in an e-mail message
- Do not reveal a password to any co-worker

- Do not talk about a password in front of others
- Do not hint at the format of a password (e.g., "my family name")
- Do not reveal a password on questionnaires or security forms
- Do not share a password with family members

2. Use of District Network with Non-District Computer Equipment

At no time may a User attach to the District's network their personal computer equipment.

Any User who wishes to attach a consultant, vendor or contractor worker's personal computer equipment (including laptops) will agree to follow all the polices set forth in the District's Information Technology Use Policy when attaching computer equipment to the District's network at any District facility.

In addition, all computer equipment shall be inspected by IT staff prior to use on the District's network to determine that an appropriate level of virus protection software and security operating system updates have been installed with the current update levels for each computer system. Previously inspected systems need to be re-inspected if one month or longer has passed since the last inspection.

District staff will inform non-District employees of the inspection requirements and, when possible, provide advance notice to IT through email to schedule the inspection.

The District will attempt to maintain the privacy of the User's equipment, but once attached to the District's network, the District retains the right to inspect the computer equipment in accordance with the Information Technology Equipment Use Policy.

No non-District personal computer equipment shall store any District documents on its hard drive or other storage media attached to the personal computer equipment. No personal computer equipment shall be configured to allow web host, sharing or Wi-Fi services.

Network access shall not be used to download files from the Internet, including but not limited to video, music, or applications. No attempt will be made to access data by any unauthorized means. The District's security policies may limit network access.

**APPENDIX B
THE BROWN ACT SUMMARY
Government Code (54950 et. Seq)**

Section 1 – Purpose

To strike a balance between public access to meetings of public governing bodies and the need for confidential candor, debate and information gathering. The Brown Act creates a presumption in favor of public access but recognizes need for confidentiality by allowing certain specific closed session meetings.

Section 2 – Who is Covered by Act

- District Board
- Standing Committee Members – standing committees have continuing jurisdiction over particular subject matters or a meeting schedule fixed by ordinance, resolution or formal action of the legislative body.

Section 3 – What is a Meeting (Government Code §54952.2)

A meeting is any communication by a majority of the Board to hear, discuss or deliberate on a matter within its jurisdiction to develop a collective concurrence on an action to be taken by any of the following:

- Direct communication
- Personal intermediaries
- Technological devices

The following are not considered meetings because they do not involve a majority of the Board:

- A. Contacts or conversation between one board Director and another Director.
- B. Attendance by a majority of the Board at a conference or training, which is open to the public so long as a majority does not meet at that conference and discuss among themselves matters within the jurisdiction of the District.
- C. Attendance by a majority of the Board at public meetings of other agencies regarding issues of local interest so long as a majority does not discuss among themselves matters within the jurisdiction of the District.
- D. Attendance by a majority of the Board at a public meeting of the District or other agencies so long as a majority does not discuss among themselves matters within the jurisdiction of the District.

- E. Attendance by a majority of the Board at a Social/Ceremonial meeting as long as a majority does not discuss among themselves matters within the jurisdiction of the District.
- F. Attendance by a majority of the Board at an open/noticed meeting of a standing committee as long as they attend only as observers.

Section 4 – Prohibitions

- A. Serial Meetings: Series of contacts to form consensus (Ex: 7 members District Board: A calls or e-mails B who communicates with C and D to come to an agreement).
- B. Meeting between majority of the Board and applicant/public. Note: Individual contacts between Board Directors and applicants or members of the public are allowed so long as there is no commitment to vote in a particular way and disclosure of the contact is made in public meeting.
- C. Circulation of writings/e-mails among majority of Board for review and signature.
- D. Conference calls between a majority of Board.

Section 5 – Meeting Locations (Government Code §54954)

Meetings must be held within the jurisdictional boundaries of the District.

There are limited exceptions:

- A. Comply with court order
- B. Inspect real property
- C. Participate in multi jurisdictional meetings
- D. Meet to confer with State/Federal officials
- E. Meet with legal counsel to discuss pending litigation
- F. Participate as member of Joint Powers Agency

Section 6 – Notice and Agenda Requirement (Government Code §54954.2)

Meeting notices must be posted as follows:

- Regular meeting agendas must be posted 72 hours in advance.
- Special meeting agendas must be posted 24 hours in advance.
- Emergency meeting agendas must be posted at minimum of 1 hours in advance.

Agenda items cannot be added to any posted agenda which has reached the minimum notice requirement. However, emergency agenda items can be added during the meeting in accordance with Government Code §54956.5.

Section 7 – Public Rights (Government Code §54954.3)

Public comments must be on items within the subject jurisdiction of Board and must have access to all materials provided to Board and at the same time it is provided to the Board.

Section 8 – Closed Sessions (Government Code §54954.5)

Specific exceptions under the Brown Act allow for closed session meetings if they have been properly agendized as closed sessions. Permitted closed sessions include:

- A. Personnel session to appoint, employ, evaluate performance, discipline, dismiss or release an employee.
- B. Pending or anticipated litigation
- C. Real property negotiations
- D. Labor negotiations
- E. Public security
- F. License applications by persons with criminal records
- G. Liability claims
- H. Trade secrets
- I. Charges or complaints involving information protected by federal law
- J. Conference involving a Joint Powers Agency
- K. Audit by Bureau of State audits

Section 9 – Penalties for violation of Brown Act (Government Code §54960, 54960.7, S4960.5)

- A. Misdemeanor if a Board Director knows or has reason to know the meeting is required to be open to the public.
- B. Injunction to prevent disclosure of material from closed session and award of attorney's fees.
- C. Referral of a member of a legislative body to the grand jury if he/she has willfully disclosed confidential information.

D. Injunction to prohibit meetings held in violation of the Act and award of attorney's fees.

E. Declaration that actions taken are void.

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**APPENDIX C
NEW BOARD DIRECTOR ORIENTATION AND ACCESSORIES**

- Tour of the District facilities
- Shift Calendar
- District Map
- Ethics Training Materials
- District Harassment Policy Acknowledgement
- District Information Security Acknowledgement
- Director badge stating name and "Director"
- District ID card
- Baseball style hat with the Lakeport Fire logo and the word Director prominently displayed which is to be worn when on scene at an incident (only if directed by the Fire Chief to respond)

APPENDIX D FIRE CHIEF EVALUATION

The Board, working with the Fire Chief, will establish performance criteria and insert them into the evaluation form. The criteria should reference organizational goals and the Fire Chief's job description. The evaluation form may be revised as needed.

Each Director and the Fire Chief will complete the evaluation form, rating the Fire Chief's performance during the evaluation period. Each criterion should be rated from 1-5, with 1 = Low through 5 = High. This numerical rating system tends to provide more perspective rather than commentary alone. Ratings with commentary are ideal. (See Appendix E for the current Evaluation Form).

On the bottom of the form, provide any commentary you feel appropriate. Provide the evaluation form and commentary to the Director who is assigned to collate the sheets (usually the Board Chairperson).

The Board Chairperson shall compile the Fire Chief's final evaluation into an average rating from each of the rated categories. Similarly, the commentary may be summarized, or each rater's comments may be provided to the Fire Chief.

The evaluation committee (Chairperson and Vice-Chairperson) shall provide the evaluation report to the Fire Chief for his/her review and schedule a meeting with the Fire Chief within five business days.

Ensure plans are made to address ratings below 3, indicating specific actions by specific dates.

The evaluation ad hoc committee and the Fire Chief shall provide their feedback on the results and process to the full Board in closed session.

APPENDIX E
ANNUAL FIRE CHIEF PERFORMANCE EVALUATION

Director: _____ Date: _____

Instructions: Considering the Fire Chief's performance over the last 12 months, please respond to the following questions. Rate each item from 1 (low) to 5 (high) based on your opinion of his performance. If you do not have enough information to rate, please put N/A.

I. OPERATIONAL EFFECTIVENESS

SCORE	EVALUATION
1	Programs are planned, organized and supervised well
2	Provides regular reports on the status of service delivery
3	Has a good understanding of the delivery of basic services
4	Has a good awareness of new trends in providing basic government services
5	Has a good understanding of how to measure productivity improvements in departmental operations
6	Complaints regarding services, programs, or District staff, (less any compliments or commendations) addressed in a timely manner

II. FISCAL WELLNESS AND ACCOUNTABILITY

Does the Fire Chief:

7	Prudently manage the finances within Board policies
8	Prepares realistic budget proposals
9	Keeps the Board informed of the present and anticipated financial status
10	Finds innovative solutions to financing District's services
11	Possess a solid understanding of financial management

III. BOARD SUPPORT

12	Adequately supports the Board in its policy-making role
13	Defines goals and policies in a form in which they can be accomplished
14	Presents all sides of an issue or problem to the Board to enhance the Board's decision-making process
15	Board's policies are implemented consistently and effectively
16	Sufficiently communicates to the chiefs, firefighters and staff
17	Actions and activities are carried out in accordance with Board's direction in a timely fashion
18	There is a good system for follow-up and follow-through
19	Effectively communicate and works with the Board as a whole and individual Directors

	20	Is sensitive to individual Board needs and treats all Directors fairly
	21	Takes actions needed to keep the Board/Fire Chief relationship strong
	22	Communications with Board of appropriate frequency, depth, and timeliness
	23	Communications include sufficient information and alternatives and staff recommendations to make policy decision
	24	Board kept abreast of affairs and external developments that impact the District
	25	Gives "bad news" to the Board in a timely and appropriate manner
	26	Anticipates the changing needs of the community and the organization, identifies potential problems in the community before they occur, and brings solutions and alternatives to the Board on how to plan for the future and avoid problems
	27	Uses meaningful techniques to assess District needs
	28	Understands the political issues in identifying and setting goals to solve Problems

IV. EMPLOYEE SUPPORT AND DEVELOPMENT

The Fire Chief is effective in:

	29	Recruiting, selecting, promoting and disciplining personnel
	30	Developing the competency and capabilities of District staff and supporting their professional development
	31	Administering wage, salary, and benefit policies
	32	Labor management relations
	33	Handling negotiations and contract administration
	34	Handling grievances
	35	Getting feedback from chief officers, firefighters and staff
	36	Evaluating employees' performance
	37	Fostering communications throughout the organization

V. MANAGEMENT DIMENSIONS

The Fire Chief is respected as a leader:

	38	By the community
	39	By Chief Officers
	40	By firefighters
	41	By other government jurisdictions
	42	By community and professional organizations

The Fire Chief:

	43	Generates enthusiasm and confidence among those same groups
	44	Motivates others to maximum performance
	45	Actively takes the lead on important projects and tasks
	46	Exhibits skill in analyzing situations
	47	Makes decisions when conflict exists and cope with the stress from resulting criticism
	48	Identifies information from both sides of an issue that is needed to improve decision-making
	49	Is a problem solver
	50	Anticipate problems and takes positive action to resolve them before they become critical
	51	Manages well in a crisis under stress
	52	Monitors programs once implemented
	53	Manages time well (planning and prioritizing)?
	54	Sets a good example for other employees
	55	Demonstrates good basic management skills (delegation, planning, organizing, directing, coordinating, supervising, negotiating, lobbying)

Professional Development

The Fire Chief:

	56	Actively pursues ways to increase his/her value to the District
	57	Keeps abreast of important professional trends
	58	Borrows good ideas from other fire agencies to use here

VI. GOAL ACHIEVEMENT

	59	Projects agreed upon in advance were completed within the given time frame with appropriate concern for costs
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The following categories, when taken as a whole, contribute to making a good government.

How would you rate the Fire Chief as a leader in these areas?

	60	Responsive to disasters and/or emergencies
	61	Quality core services at low per capita costs
	62	Safe neighborhoods
	63	Planning, designing, financing and maintaining good infrastructure
	64	Customer/user satisfaction
	65	Fiscal wellness
	66	A greater sense of ownership by citizens of their governments
	67	Employees who have pride in their work
	68	An ethical and non-corrupt government

	69	Fostering public confidence in government
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VII. COMMUNITY AND INTERGOVERNMENTAL RELATIONS

	70	Represents the District well to the public and to other organizations & agencies
	71	Gained the trust and confidence of the public
	72	Fostered cooperation among other jurisdictions

VIII. NARRATIVE SECTION

1. What are you **most pleased with** in the Fire Chief's performance during past year?
2. What are the **areas of improvement** for the Fire Chief from past year?
3. What **goals** do you have for the Fire Chief to accomplish next year?
4. What **other comments** do you have about the Fire Chief's performance?

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**APPENDIX F
BOARD STANDING CALENDAR GUIDELINE**

Annual/Semi Annual Board Agenda Items			
Month	Item	Type	Time Period
January	Mid Year Budget Revisions	Regular	As needed
January	Board Goals	Regular	Annual
January	Recognizing the Outgoing Chairman	Presentation	Annual
February	Succession Planning	Regular	Annual
March	Propose Fee Schedule Changes	Public reading	As needed
March	Mitigation Fee resolution	Regular	Annual
April	Adopt Fee Schedule Changes	Regular	As needed
May	Adopt Appropriations Limits for next FY	Regular	Annual
May	Policy Manual Review	Regular	As needed
May	Adopt recommended budget	Regular	Annual
June	Declare Elections	Regular	Biennial
June	Investment Policy	Regular	As needed
July	Appropriation Limit compliance resolution	Regular	Annual
July	Adopt Final Budget		Annual
December	Ceremony for outgoing Board Directors	Before the Mtg	Annual
December	Nominations and Election of Chairman and Vice Chairman	Regular	Annual
December	Swearing in and Presentation of Certificates to Newly Appointed Board Directors and Re-appointed Board Directors	Regular	Biennial
December	Certify the Election	Regular	Biennial
December	Chief's Review	Closed Session	Annual

APPENDIX G DISCRIMINATION AND HARASSMENT POLICY

PURPOSE:

The purpose of this policy is to establish a strong commitment on the part of the District to refrain from, prohibit and prevent all forms of workplace, discrimination, harassment and retaliation, to define those terms, to establish management and employee responsibility regarding workplace discrimination, harassment, and retaliation and to set forth a procedure for investigating and resolving internal complaints of workplace discrimination harassment and retaliation.

The District encourages all covered individuals to report any conduct, action or practice that is believed to violate this Policy as soon as possible.

SCOPE:

This policy applies to all managers, supervisors, employees, applicants, volunteers, or individuals providing services pursuant to a contract. This policy applies to appointed officials of the District.

This policy covers discrimination or harassment because of: (1) an individual's protected classification; (2) the perception that the individual has a protected classification; or (3) an individual's association with another individual who has or appears to have a protected classification. This policy also covers retaliation against any individual who has filed a complaint or participated in a complaint resolution process under this policy.

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, training opportunities and daily work environment.

POLICY:

It is the policy of the District to provide an employment environment free from discrimination, harassment or retaliation as defined by this policy and federal and state statutes such as Title VII of the Civil Rights Act of 1964, Equal Employment Opportunity Commission (EEOC) Regulations, California Government Code section 12940(h), and Department of Fair Employment & Housing (DFEH) Regulations.

Accordingly, discrimination, harassment and retaliation against an applicant, employee, individual providing services pursuant to a contract or volunteer on the basis of that individual's actual or perceived sex, gender, sexual orientation (including heterosexuality, homosexuality, and bisexuality), race, color, religion, national origin, ancestry, citizenship status, uniformed service member status, age, marital status, pregnancy, medical condition, genetic characteristics, and physical or mental disability is prohibited and will not be tolerated.

Any retaliation against an individual for filing a complaint under this policy or for participating in a complaint resolution process is also prohibited and will not be tolerated.

The District has zero tolerance for any conduct, action or practice that violates this policy. Conduct need not rise to a level of violation of the law in order to violate this policy. Instead, a single act, if substantiated can violate this policy and provide grounds for discipline or other appropriate sanctions.

Employees who feel they have been harassed or discriminated against in any manner or retaliated against in violation of this policy should immediately report such incidents following the procedure described below in section VIII. Confidentiality will be maintained to the extent permitted by the circumstances.

Where violation of this policy has been substantiated, appropriate action to remedy the violation will be taken. Managers, supervisors or employees found responsible for the violation will be subject to disciplinary action or other appropriate sanction, up to and including termination.

DEFINITIONS:

Protected Classifications: This policy prohibits discrimination or harassment because of an individual's protected classification. "Protected Classification" means an individual's race, religion, color, sex, gender, sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, genetic characteristics, and physical or mental disability.

Discrimination: Discrimination means treating individuals differently because of their protected classification as defined by this policy.

Harassment: Harassment may include, but is not limited to, the following types of conduct that is taken because of an individual's protected classification.

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, or even specifically directed at the victim. Sexually harassing conduct can occur between individuals of the same or different genders.

Harassment is not limited to conduct taken only by District employees. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as appointed officials, individuals providing services under contracts, volunteers, or even members of the public.

Harassment includes, but is not limited to, the following misconduct:

Verbal Harassment – For example, epithets, derogatory comments or slurs on the basis of actual or perceived race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual orientation, political opinions or affiliations, or lawful employee organization activities. Verbal harassment may also include sexual remarks, well-intentioned compliments about an individual's clothing, body, or sexual activities, or race-oriented stories or jokes.

Physical Harassment – For example, assault, unwelcome touching, impeding or blocking movement and/or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual orientation, political opinions or affiliations, or lawful employee organization activities. This includes, but is not limited to, kissing, punching, grabbing, patting, propositioning, leering, looking an individual's up and down, blocking an individual's path, or making explicit or implicit job threats or promises in return for submission to physical acts.

Visual Forms of Harassment – For example, derogatory posters, notices, bulletins, cartoons, drawings or other advertisements on the basis of actual or perceived race, religious creed, color, national origin, ancestry, physical handicap, medical condition, age, marital status, sex, sexual preference, political opinions or affiliations, or lawful employee organization activities. This includes, but is not limited to posters, cartoons, graffiti, magazines, videos, computer graphics, Internet sites or other electronic media.

Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonable interfere with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Conduct that seems innocent or trivial to one individual may constitute harassment to another individual.

Retaliation: Any adverse conduct taken because an individual has reported discrimination or harassment or has participated in the complaint and investigation process described in this policy. "Adverse conduct" includes, but is not limited to: taking sides because an individual has reported discrimination or harassment, shunning and avoiding an individual who reports discrimination or harassment or real or implied threats of intimidation to prevent an individual from reporting discrimination or harassment.

GUIDELINES FOR IDENTIFYING HARASSMENT:

To help clarify what constitutes harassment in violation of this policy, the following guidelines are provided:

Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification, and which is taken because of the recipient's protected classification.

It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.

Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.

Even visual, verbal and/or physical conduct between two employees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.

Conduct can constitute harassment in violation of this policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).

RESPONSIBILITIES:

It is the responsibility of all managers, supervisors, employees and contractors of the District to comply with the provisions of this policy. Further responsibility for the policy is delegated as follows:

Managers and supervisors are responsible for:

1. Informing employees of this policy.
2. Modeling appropriate behavior; specifically refraining from discrimination, harassment or retaliation.
3. Taking all steps necessary to prevent discrimination, harassment or retaliation from occurring.

4. Receiving complaints in a fair and serious manner, documenting steps taken to resolve complaints and taking such steps in a timely manner.
5. Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language or revising any practice that may result in discrimination, harassment or retaliation.
6. Following up with those who have complained to ensure that the practice or behavior has stopped and that there are no reprisals.
7. Informing those who complain of discrimination, harassment or retaliation of his or her option to contact the EEOC or DFEH regarding alleged policy violations;
8. Assisting, advising, or consulting with employees and the Human Resources Manager regarding this policy and the complaint procedure.
9. Assisting in the investigation of complaints involving employees, and if the complaint is substantiated, recommending appropriate change in practice, corrective or disciplinary action or other sanction in accordance with District policies, up to and including termination.
10. Implementing appropriate disciplinary and remedial actions.
11. Reporting potential violations of this policy of which he or she becomes aware, regardless of whether a complaint has been submitted to the Battalion Chief or Human Resources Manager.
12. Participate in periodic training and scheduling employees for training.

All employees, appointed officials, volunteers and contractors are responsible for:

1. Treating all individuals with respect and consideration.
2. Modeling appropriate behavior.
3. Participating in periodic training.
4. Fully cooperating with any District investigation by responding fully and truthfully to all questions posed during the investigation.
5. Maintaining the confidentiality of any investigation that the employer conducts by not disclosing the substance of any investigatory interview, except with their union or legal counsel and as directed by the Battalion Chief or Human Resources Manager

6. Reporting any act he or she believes in good faith constitutes discrimination, harassment or retaliation as defined by this policy to his or her immediate supervisor, the Battalion Chief or the Human Resources Manager.

DISSEMINATION OF POLICY:

A copy of this policy shall be provided to all managers, supervisors, employees and individuals providing services pursuant to a contract, appointed officials, and volunteers of the District upon adoption and as provided below. Managers, supervisors, employees of the District shall receive periodic training on this policy. The policy may be updated from time to time and redistributed.

Each individual identified in paragraph one above will be asked to sign a statement that he or she has received this policy. This policy and statement will also be provided by the Human Resources Manager upon hire, when District trainings are provided on this topic and when the policy is updated.

COMPLAINT PROCESS AND PROCEDURES:

To accommodate the unique and sensitive nature of discrimination, harassment and retaliation complaints, a separate process is provided for the primary purpose of resolving these complaints at the earliest possible date. This process is described below:

- A. An employee, job applicant, contractor, or volunteer who believes he or she has been discriminated against harassed or retaliated against in violation of this policy should immediately make a complaint orally or in writing with any of the following individuals. There is no need or requirement to follow the chain of command.
 1. Employee's supervisor
 2. Any supervisor or manager of the District
 3. Human Resources Manager
 4. Battalion Chief
 5. Fire Chief

- B. The supervisor or manager receiving a complaint is responsible for doing all of the following:
 1. Oral complaints must be followed up in writing and submitted within seven (7) business days after the original verbal complaint.
 2. Written complaints are to be submitted within seven (7) business days.

3. Collect and preserve any physical evidence that is readily available or may be time or weather sensitive.
4. Obtain a preliminary statement from the complainant and any immediately available witnesses.
5. Provide notice of the receipt of a complaint to the Battalion Chief or manager on duty. In providing notice, the supervisor shall forward the Complaint Control Form to the Battalion Chief or manager on duty and shall immediately advise the Fire Chief should the complaint involve serious misconduct of a criminal nature.
6. Provide a copy of the Complaint Control Form to the complainant if the complaint is made in person.

COMPLAINT INVESTIGATION:

The Battalion Chief will be responsible for the assignment of the complaint for investigation. The Battalion Chief shall retain the original Complaint Control Form for tracking purposes. A copy of the Complaint Control Form will be forwarded to the investigator assigned to investigate the complaint. The investigator(s) may be chosen from internal or external sources. If a written investigation report is requested by the Battalion Chief, the investigator shall issue findings on each allegation in the complaint as provided under this policy.

Allegations that a District employee violated a criminal law (felony or misdemeanor) in connection with the same issues raised in a complaint of discrimination, harassment or retaliation shall be investigated by the Lakeport Police Department or the appropriate outside law enforcement agency. An internal administrative investigation may also be conducted concurrently with or after the completion of the criminal investigation, at the discretion of the Fire Chief or his/her designee.

Supervisors who become aware that a District employee is the subject of a criminal investigation which involves alleged discrimination, harassment or retaliation prohibitive by this policy are required to immediately complete a Complaint Control Form and route it to the on-duty Battalion Chief or manager.

Investigations will include an interview process. Employees whose conduct is the focus of the investigation will be presented with a "Notice of Interview" letter. The letter will include the following:

- A statement of the nature of the investigation including the allegation of misconduct. This statement will include the date(s) of actions under investigation, if known.
- A listing of any statutes and/or rules and policies or orders that may have been violated.

- The name and rank of the officer, manager or contract investigator in charge of an interrogation, the interrogating officer(s), and all persons to be present during the investigation.
- A statement advising the employee of the right to have a representative who is not subject to the investigation present at his/her own cost.
- Specify the date, time and location of interview.
- Notice that the meeting will be recorded and advise the employee of the right to bring his/her own recording device. A sample Notice of Interview letter is attached, as Appendix B. Individuals who are interviewed as witnesses, and whose conduct is not the subject of the investigation will receive a witness notification.

At the beginning of any interview of an employee who has been accused of misconduct, the investigator shall provide that employee with an admonition. This admonition shall be read aloud to the employee and provided in writing

Should the complaint involve the investigation of a safety employee, the investigation shall be conducted in accordance with the Firefighter Procedural Bill of Rights Act, if applicable.

The District takes a proactive approach to potential policy violations and will conduct an investigation if its officers, supervisors or managers become aware that discrimination, harassment or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

An individual has the option to report discrimination, harassment, or retaliation to the EEOC or the DFEH. These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone book or employee can check the posters that are located on employer bulletin boards for office locations and telephone numbers. General information can also be found on the EEOC and DFEH websites, located at www.eeoc.gov and www.dfeh.ca.gov.

Upon notification of a complaint alleging a violation of this Policy, the Fire Chief or designee shall:

- Review the factual information gathered through the investigation to determine whether the alleged conduct action or practice constitutes discrimination, harassment, or retaliation, giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred.
- Report a summary of the determination as to whether discrimination, harassment, or retaliation occurred, and whether/what action should be taken to remedy or redress such occurrence. Report same to appropriate individuals, including the Fire Chief, the complainant, the accused, and other personnel

determined to be relevant except, however that if discipline or other appropriate sanction is imposed on a manager, supervisor or employee, the discipline or other sanction will not be communicated to the complainant. Such report will be made available to the complainant with due diligence from when the complaint was filed.

- If conduct, action or practice in violation of this policy occurred, take and/or recommend to the appointing authority prompt and effective remedial action. Any disciplinary action or other appropriate sanction is taken will be commensurate with the severity of the offense and will comply with any applicable disciplinary procedures.
- Take reasonable steps to protect the complainant from further discrimination, harassment, or retaliation.
- Take reasonable steps to protect the complainant from any retaliation as a result of communicating the complaint.

CONFIDENTIALITY:

Every possible effort will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview except with his/her union or legal representative and as otherwise directed by a supervisor or the Human Resources Manager. Any individual who discusses the content of an investigatory interview except with his/her union or legal representative will be subject to discipline. The employer will not disclose a completed investigation report, except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in an adversarial proceeding, or to comply with the law or a court order.

OTHER:

Romantic or sexual relationships between supervisors and subordinate employees are strongly discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change with the result that sexual conduct that was once welcome becomes unwelcome and harassing.