



# LAKEPORT FIRE PROTECTION DISTRICT

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



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*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.*

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*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.*

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*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.*

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## **BOARD OF DIRECTORS REGULAR MEETING** **AGENDA**

**October 11, 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

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*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.*

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- B1. Motion to Approve October 11, 2022, Regular Meeting Agenda (GC §54954.2)
- B2. Motion to approve September 13, 2022, Regular Meeting Minutes
- B3. Motion to approve September 27, 2022, Special Meeting Minutes
- B4. Motion to approve September Warrants/Expenditures with CalCard details
- B5. Motion to approve Payroll for the pay periods ending September 15 and September 30, 2022
- B6. Motion to approve receipt of the June 30, 2022, GASB 75 (OPEB) Disclosure

C. Public Comment (GC §54954.3)

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*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.*

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Lakeport Fire Protection District  
Board of Directors Regular Meeting Agenda for October 11, 2022

D. Reports – Information/Discussion

- D1. Interim Fire Chief, Administration/Finance and Captains Reports
  - a. Fiscal Year to Date Budget Report
  - b. Incident Log for September 2022
  - c. Fleet Mileage/Hours/Service Report for September 2022
- 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. Report, discussion, and possible action regarding the purchase authorization of a Ladder Truck/Quint
- E2. Report, discussion, and possible action regarding the adoption of a Board Policy Manual
- E3. Report, discussion and possible action on approving an employment agreement for the position of Fire Chief

F. Request for Future Agenda Items

G. Closed Session (GC §54957.7)

- G1. Public Employment – Title: Fire Chief (GC §54957)
- G2. Conference with Labor Negotiators: (GC §54957.6)  
Agency Designated Representatives: Directors Brown and Flora  
Unrepresented Employee: Fire Chief
- G3. Public Employment – 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 October 7, 2022, at 5:00 p.m.

  
\_\_\_\_\_  
Ray Layelle, 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](http://www.lakeportfire.com)



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

September 13, 2022, 5:00 P.M.  
Lakeport Fire Protection District  
445 N. Main Street, Lakeport, CA 95453

DRAFT

### A. Call to Order at 5:00 PM

- A1. Pledge of Allegiance was led by Chair Gabe
- A2. Newly appointed Director David Brown was sworn in by Admin Lavelle.
- A3. Roll Call

Chair Gabe X, Vice-Chair Lucas X, Director Brown X, Director Flora X and Director Whitehead X

Staff Present: Interim Chief Dan Grebil and Admin Ray Lavelle

### B. Consent Calendar

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- B1. Motion to Approve September 13, 2022, Regular Meeting Agenda (GC §54954.2)
  - B2. Motion to approve August 16, 2022, Regular Meeting Minutes
  - B3. Motion to approve August Warrants/Expenditures with CalCard details
  - B4. Motion to approve Payroll for the pay periods ending August 15 and August 31, 2022

Director Whitehead moved, and Director Lucas seconded the motion, to approve the Consent Calendar items as presented.

**Ayes: Brown, Flora, Lucas, Whitehead, Gabe**

**Noes:**

**Absent:**

**Motion Passes**

### C. Public Comment (GC §54954.3)

None given.

D. Reports – Information/Discussion

D1. Interim Fire Chief, Administration/Finance and Captains Reports

- a. Fiscal Year to Date Budget Report
- b. Incident Log for August 2022

**Interim Chief Grebil stated that he is still gathering data for the YTD out-of-service-area calls report that Director Whitehead requested.**

- c. Fleet Mileage/Hours/Service Report for August 2022
- d. Captain's Report

**The firefighters held a ceremony and performed an annual stair climb in recognition of the lives lost on September 11, 2001.**

D2. Professional Firefighters Association – Teamsters Local #856 Report

**None given.**

D3. Volunteer Firefighters Association Report

**Reported that volunteer training continues to be ongoing.**

D4. City Council Representative's Report

**Reported nothing applicable to LFPD.**

D5. Directors Activity Reports

**Reported that Directors Lucas and Whitehead worked with Admin Lavelle on revisions to the draft of a board policies manual.**

E. Action Items

- E1. Report, discussion, and possible action regarding the purchase authorization of a Tactical Water Tender and revisions to the Mobile Equipment Replacement Schedule

**The board tabled this item until the next regular meeting and tasked the Apparatus Committee to make a recommendation at that meeting regarding the Water Tender and possible Ladder Truck. Additionally, Interim Chief Grebil was tasked to meet with Volunteer Borojques to discuss volunteer training opportunities.**

- E2. Report, discussion and possible action on updating the Signature Authorization – Special Districts Local Boards for the Auditor-Controller

**Director Whitehead made a motion, seconded by Director Lucas, to approve updating the Signature Authorization – Special Districts Local Boards for the Auditor-Controller form.**

**Ayes: Brown, Flora, Lucas, Whitehead, Gabe**

**Noes:**

**Absent:**

**Motion Passes**

- E3. Report, discussion and possible action on authorizing the opening of a new checking account at the Savings Bank of Mendocino County for payroll including CalPERS direct payments and the closing of two checking accounts at Wells Fargo Bank

**Director Whitehead made a motion, seconded by Director Lucas, to approve the staff recommendation to authorize the opening of a new checking account at the Savings Bank of Mendocino County for payroll including CalPERS direct payments and the closing of two checking accounts at Wells Fargo Bank**

**Ayes: Brown, Flora, Lucas, Whitehead, Gabe**

**Noes:**

**Absent:**

**Motion Passes**

DRAFT

- E4. Report, discussion and possible action on the required comment to the presiding judge of the superior court on the finding and recommendations in the 2021-2022 Lake County Civil Grand Jury Final Report, "Lakeport Fire Protection District – Governing Missteps"

**Director Flora made a motion, seconded by Director Lucas, to authorize the Chair to send a letter, based on their discussion, to the Honorable Michael Lucas in response to the Lake County Civil Grand Jury's findings and recommendations.**

**Ayes: Brown, Flora, Lucas, Whitehead, Gabe**

**Noes:**

**Absent:**

**Motion Passes**

- E5. Report, discussion, and possible action regarding a Board Policy for the Volunteer Firefighter Program

**The board tabled this item until the next regular meeting and directed staff to report back on input received from the volunteer's association.**

- E6. Report, discussion, and possible action regarding the adoption of a Board Policy Manual

**The board tabled this item until the next regular meeting as they are awaiting review and comment by legal counsel.**

**F. Request for Future Agenda Items**

**Interim Chief Grebil stated that he is trying to coordinate interviews for the Chief's position beginning at 1:00 PM on September 30. He will let the board know the final details.**

G. Closed Session (GC §54957.7)

**The Board went into Closed Session at 6:54 pm for the purposes listed below:**

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)

**The Board reconvened into Open Session at 7:10 pm and reported that no actions were taken.**

I. Adjournment

**Chair Gabe adjourned the meeting at 7:10 PM.**

Respectfully Submitted: \_\_\_\_\_

Ray Lavelle, Board Clerk

Read and Approved: \_\_\_\_\_

William Gabe, Board Chairman



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## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**September 27, 2022, 12:30 P.M.**  
**Lakeport Fire Protection District**  
**445 N. Main Street, Lakeport, CA 95453**

A. Call to Order at 1:11 PM

A1. Pledge of Allegiance led by Chair Gabe

A2. Roll Call – All directors reported present

**Staff Present: Interim Chief Grebil and Admin Ray Lavelle**

B. Public Comment (GC §54954.3)

**None given**

C. Action Items

C1. Report, discussion, and possible action regarding the appointment of labor negotiators for the purpose of negotiating an employment agreement for the position of Fire Chief

**Chair Gabe appointed Directors Brown and Flora as the Labor Negotiators.**

D. Closed Session (GC §54957.7)

**The Board went into Closed Session at 1:14 pm for the purposes listed below:**

D1. Public Employment – Title: Fire Chief (GC §54957)

D2. Public Employment – Title: Interim Fire Chief (GC §54957)

D3. Conference with Labor Negotiators: (GC §54957.6)

Agency Designated Representatives: appointed earlier this meeting

Unrepresented Employee: Fire Chief

DRAFT

E. Open Session

E1. Report on Closed Session: (GC §54957.1)

**The Board reconvened into Open Session at 4:20 pm and reported that the board gave direction to the negotiators regarding an employment agreement with the selected candidate.**

F. Adjournment

**Chair Gabe adjourned the meeting at 4:22 PM.**

Respectfully Submitted: \_\_\_\_\_

Ray Lavelle, Board Clerk

Read and Approved: \_\_\_\_\_

William Gabe, Board Chairman

B4

CK Date	CK#	Amount	Vendor Name	Description
09/13/2022	15403 Total	\$ 500.00	Actuarial Retirement Consulting	GASB 75 Disclosure for FYE 2022
09/13/2022	15404 Total	\$ 638.00	American River Benefit Adm	CSFA BASE LIFE INSURANCE
09/13/2022	15405 Total	\$ 168.09	AT & T	PHONE LINES STATION 50
09/13/2022	15406 Total	\$ 354.00	CA Assoc of Professional Firefight	FF Long Term Disability
09/13/2022	15407 Total	\$ 2,652.00	City of Lakeport	Retiree Medical Insurance
09/13/2022	15408 Total	\$ 461.48	Eureka Oxygen	Oxygen Tank Rental
09/13/2022	15409 Total	\$ 8,382.55	Golden State Emergency Vehicle Serv	E5021 Service/Repairs
09/13/2022	15410 Total	\$ 3,080.00	Granicus	Website Design Milestone 1 Payment
09/13/2022	15411 Total	\$ 44.28	Kane, Dan	Dump Run Fees (Reimbursement)
09/13/2022	15412 Total	\$ 66.73	Lake Co. Record Bee	Public Notice of BOD Budget Mtg
09/13/2022	15413 Total	\$ 31,121.72	Lakeport Fire (CalPERS Account)	CalPERS
09/13/2022	15414 Total	\$ 51,171.39	Lakeport Fire (Payroll Account)	PR Transfer 08-31-22
09/13/2022	15415 Total	\$ 1,635.04	Life Assist	MEDICAL SUPPLIES
09/13/2022	15416 Total	\$ 1,679.41	Mazzei Chevrolet CIDR	M501.1 HVAC Repair
09/13/2022	15417 Total	\$ 282.99	Mendo Mill and Lumber Co.	Supplies
09/13/2022	15418 Total	\$ 374.02	Mission Linen Supply	STATION SUPPLIES
09/13/2022	15419 Total	\$ 738.80	Napa (Lake) Auto Parts	Vehicle Parts
09/13/2022	15420 Total	\$ 78.26	O'Reilly	DEF (Diesel Additive)/Medic & Eng 1
09/13/2022	15421 Total	\$ 34.92	Pak n Mail	OFFICE SUPPLIES
09/13/2022	15422 Total	\$ 20,788.64	Stryker Flex Financial	Payment 3 of 5 - Power Gurneys
09/13/2022	15423 Total	\$ 2,663.70	Systems Design	Ambulance Billing
09/13/2022	15424 Total	\$ 2,092.51	Teleflex	Medical Supplies
09/13/2022	15425 Total	\$ 8,286.25	US Bank Corporate Payment System	US BANK AUGUST
09/13/2022	15426 Total	\$ 5,572.67	Westgate Petroleum Co. Inc.	GAS AND DIESEL FUEL
09/23/2022	15427 Total	\$ -	VOIDED Check	Voided Check
09/23/2022	15428 Total	\$ -	VOIDED Check	Voided Check
09/23/2022	15429 Total	\$ -	VOIDED Check	Voided Check
09/23/2022	15430 Total	\$ -	VOIDED Check	Voided Check
09/23/2022	15431 Total	\$ -	VOIDED Check	Voided Check
09/23/2022	15432 Total	\$ 340.07	Canon Financial Services	COPIER CHARGES
09/23/2022	15433 Total	\$ 702.00	Jones & Mayer	LEGAL FEES
09/23/2022	15434 Total	\$ 11,992.28	Lakeport Fire (CalPERS Account)	CalPERS
09/23/2022	15435 Total	\$ 46,823.98	Lakeport Fire (Payroll Account)	PR Transfer 09-15-22
09/23/2022	15436 Total	\$ 3,510.67	Life Assist	MEDICAL SUPPLIES
09/23/2022	15437 Total	\$ 273.00	Mazzei Chevrolet CIDR	M501.1 Tire Pressure Repair
09/23/2022	15438 Total	\$ 42.87	Mendo Mill and Lumber Co.	LED LIGHTS
09/23/2022	15439 Total	\$ 2,796.06	Systems Design	Ambulance Billing
09/23/2022	15440 Total	\$ 563.01	Westgate Petroleum Co. Inc.	GAS AND DIESEL FUEL

September Grand Total \$ 209,911.39

B4

<b>CAL-Card August/September Charges</b>		
<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Amazon	Light bulbs	\$ 173.80
Amazon	Station Supplies	\$ 40.98
Amazon	Training Books	\$ 776.33
Amazon	Office Supplies	\$ 21.66
Acronis	Backup Software	\$ 189.99
Baileys	Repair Parts	\$ 18.29
Bluehost.com	Email Hosting	\$ 151.40
Carparts.com	Mirrors	\$ 936.59
Dollar Tree	Office Supplies	\$ 11.08
Firelawblog.com	FLSA Webinar	\$ 450.00
Fire District Assoc of CA	Refund	\$ (250.00)
Google	Cloud Storage	\$ 1.99
LN Curtis	PPE	\$ 229.94
Mission Linen	Cleaning Supplies	\$ 172.40
Mediacom	Cable & Internet	\$ 82.13
Ortiz Glass	Window Replacement	\$ 468.63
PG&E	Utilities	\$ 2,119.08
Paperword	A/P Checks	\$ 472.85
PG&E	Utilities	\$ 120.45
Pogos Pizza	Food for Board Meeting	\$ 54.60
Quill.com	Office Supplies	\$ 42.38
Safeway	Supplies	\$ 39.13
Staples.com	Chairs & Conference Table	\$ 1,219.69
US Bank	Late Charge	\$ 3.97
USPS	Stamps	\$ 68.70
Verizon	Cell phone	\$ 655.20
Zoom	Video Conferencing Subscription	\$ 14.99
		<b>\$ 8,286.25</b>

**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 **9/1/22 - 9/15/22**

<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	7,810.80	
Salaries & Wages-Permanent	FT Shift	01.11 B	35,389.98	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	1,961.52	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	2,000.00	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	5,321.33	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	0.00	
Salaries & Wages - FLSA	FLSA	01.13 G	972.22	
Medicare - EmployER Paid		02.21 A	775.11	
FICA- EmployER Paid		02.21 B	64.30	
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		4,507.83
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		35.25
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	828.60	
Payroll Clearing Account		09.00		828.60
Payroll Clearing Account		09.00		46,823.98
TOTAL			55,123.86	55,123.86

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 9/16/22 - 9/30/22

<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	7,569.40	
Salaries & Wages-Permanent	FT Shift	01.11 B	35,591.86	
Salaries & Wages-LT/PT/Temporary	LT Shift	01.12 A	1,814.87	
Salaries & Wages-LT/PT/Temporary	PT Admin	01.12 C	2,381.40	
Salaries & Wages- Overtime	FT Shift OT	01.13 A	2,984.70	
Salaries & Wages -Overtime	LT Shift OT	01.13 B	0.00	
Salaries & Wages - FLSA	FLSA	01.13 G	973.49	
Medicare - EmployER Paid		02.21 A	744.07	
FICA- EmployER Paid		02.21 B	52.57	
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		4,651.72
PERS 1959 Survivor (PR Code 59)	FT Admin & FT Shift	01.11 C		35.25
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	611.60	
Payroll Clearing Account		09.00		611.60
Payroll Clearing Account		09.00		44,497.19
TOTAL			52,723.96	52,723.96

DISTRICT AUTH. SIGNATURE \_\_\_\_\_



## Actuarial Retirement Consulting

September 22, 2022

Ray Lavelle  
Admin/Finance  
Lakeport Fire Protection District  
445 N Main St.  
Lakeport, CA 95453

Re: June 30, 2022 GASB 75 Disclosure for the Lakeport Fire Protection District

This report provides the note disclosures and required supplementary information for the Lakeport Fire Protection District (District)'s other postemployment benefits (OPEB) plan for the reporting period ending June 30, 2022.

Governmental Accounting Standards Board (GASB) Statement No. 75 allows for a roll forward of results from the prior actuarial valuation date to a reporting date no more than 30 months and 1 day following. If significant changes occur between the valuation date and the measurement date, consideration should be given to whether a new actuarial valuation is needed. The District provided changes since the July 1, 2020 actuarial valuation and it was determined that a new actuarial valuation was not needed for this measurement period. The results set forth in this report are established from the District's July 1, 2020 valuation and are based on the same census, benefit provisions, and assumptions. The District provided contributions, payroll, and any applicable asset information for the measurement period ending June 30, 2022.

We appreciate the opportunity to work on this report with the District and are available to answer any questions the District or its auditors may have regarding this report.

Sincerely,

Molly McGee, ASA, EA, FCA, MAAA  
Consulting Actuary

**Lakeport Fire Protection District  
GASB 75 Note Disclosures and Required Supplementary Information  
for the Reporting Year Ended June 30, 2022**

**General Information about the OPEB Plan**

**Plan Description**

The District provides health benefits for employees, retirees, and qualified 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% of the cost for these three individuals. The plan is a single-employer plan.

**Benefits Provided**

District retirees are eligible for lifetime medical benefits with optional continuing coverage to surviving spouses. Coverage will be provided through the Teamsters Major Medical Plan. This plan is funded 92.5% by the District and 7.5% 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, giving rise to a retiree health benefit under GASB 75.

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.

**Employees Covered by Benefit Terms**

Retirees or beneficiaries receiving benefit payments as of July 1, 2020	8
Active eligible employees as of July 1, 2020	12

**Contributions**

The District's required contribution is based on projected pay-as-you-go financing requirements. No assets are accumulated in an irrevocable OPEB trust.



**Lakeport Fire Protection District  
GASB 75 Note Disclosures and Required Supplementary Information  
for the Reporting Year Ended June 30, 2022**

**Net OPEB Liability**

The District's net OPEB liability was measured as of June 30, 2022 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2020. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

**Actuarial Assumptions**

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

Inflation rate	2.75 percent
Salary increases	3.00 percent
Discount rate	3.69 percent
Healthcare cost trend rate	5.20 percent for 2022 through 2049; 5.00 percent for 2050 through 2064; 4.00 percent for 2065 and later years

Mortality rates were based on the CalPERS pre/post retirement mortality safety (1997-2015).

The actuarial assumptions used in the July 1, 2020 valuation were based on a review of plan experience during the period July 1, 2018 to June 30, 2020.

**Discount Rate**

GASB 75 requires the use of a discount rate that considers the availability of the OPEB plan's fiduciary net position associated with the OPEB of current active and inactive employees and the investment horizon of those resources.

OPEB plans with irrevocable trust accounts can utilize a discount rate equal to the long-term expected rate of return to the extent that the OPEB plan's fiduciary net position is projected to be sufficient to make projected benefit payments and the OPEB plan assets are expected to be invested using a strategy to achieve that return.

To determine if the OPEB plan assets are sufficient, a calculation of the projected fiduciary net position and the amount of projected benefit payments is compared in each period. When OPEB plan assets are determined to not be sufficient, a blended rate is calculated.

For OPEB plans that do not have irrevocable trust accounts, GASB 75 requires a discount rate equal to the yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

The District does not have an irrevocable trust account for prefunding OPEB liabilities. The discount rate used to measure the total OPEB liability was based on the Fidelity GO AA 20-year municipal index.



**Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022**

**Changes in the Net OPEB Liability**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) – (b)
<b>Balances at June 30, 2021</b>	\$1,875,734	\$0	\$1,875,734
<b>Changes for the year:</b>			
Service cost	176,316		176,316
Interest	38,704		38,704
Changes of benefit terms	0		0
Difference between expected and actual experience	0		0
Changes in assumptions or other inputs	(452,489)		(452,489)
Contributions – employer		72,736	(72,736)
Net investment income		0	0
Benefit payments	(72,736)	(72,736)	0
Administrative expenses		0	0
<b>Net changes</b>	(310,205)	0	(310,205)
<b>Balances at June 30, 2022</b>	\$1,565,529	\$0	\$1,565,529

**Sensitivity of the net OPEB liability to changes in the discount rate**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB 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 discount rate:

	1% Decrease (2.69%)	Discount Rate (3.69%)	1% Increase (4.69%)
Net OPEB liability (asset)	1,800,537	1,565,529	1,372,865

**Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (4.20% current, 3.00% ultimate, 2.50% Medicare)	Trend Rate (5.20% current, 4.00% ultimate, 3.50% Medicare)	1% Increase (6.20% current, 5.00% ultimate, 4.50% Medicare)
Net OPEB liability (asset)	1,319,290	1,565,529	1,879,797



**Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022**

**OPEB Plan Experience**

Reporting period	July 1, 2021 to June 30, 2022
Measurement period	July 1, 2021 to June 30, 2022

**Benefit Payments and Contributions**

	<u><b>Benefit Payments</b></u>
Benefits paid from the trust	0
Benefits paid outside of trust	51,704
Implicit benefits paid	21,032
<b>Total benefit payments</b>	<u><u>\$72,736</u></u>
	<u><b>Contributions</b></u>
Contributions to the trust - employer	0
Contributions - benefits paid outside of trust	51,704
Contributions – implicit benefits paid	21,032
<b>Total contributions</b>	<u><u>\$72,736</u></u>



**Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022**

**OPEB Expense and Deferred Outflows and Inflows of Resources Related to OPEB**

**Annual OPEB Expense**

The annual OPEB expense is the sum of the change in Net OPEB Liability, the change in deferred outflows, and the change in deferred inflows, reduced by the employer contributions.

Net OPEB liability at beginning of measurement period (a)	\$1,875,734
Net OPEB liability at end of measurement period (b)	\$1,565,529
Change in net OPEB liability (b)-(a)	(310,205)
Change in deferred outflows	103,619
Change in deferred inflows	282,412
Employer contributions	72,736
<b>Net OPEB expense from June 30, 2021 to June 30, 2022</b>	<u><u>\$148,562</u></u>

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the reporting year ending June 30, 2022, the District recognized 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	128,745	167,956
Changes in assumptions or other inputs	213,499	387,848
Differences between projected and actual return investments	0	0
<b>Total</b>	<u><u>\$342,244</u></u>	<u><u>\$555,804</u></u>

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

Reporting Fiscal Year Ending June 30:	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
2023	103,619	(170,077)	(66,458)
2024	93,887	(127,161)	(33,274)
2025	43,861	(64,641)	(20,780)
2026	43,861	(64,641)	(20,780)
2027	43,861	(64,641)	(20,780)
2028	13,155	(64,643)	(51,488)
2029	0	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0



Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022

Schedule of Deferred Outflows of Resources

Year	Source	Initial Amount	Initial Amortization Period (Years)	Annual Recognition	Current Balance
2017	Difference between expected and actual experience	0	0.0	0	0
2017	Changes in assumptions or other inputs	0	0.0	0	0
2017	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2018	Difference between expected and actual experience	0	0.0	0	0
2018	Changes in assumptions or other inputs	0	0.0	0	0
2018	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2019	Difference between expected and actual experience	0	0.0	0	0
2019	Changes in assumptions or other inputs	107,065	5.5	19,466	29,201
2019	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2020	Difference between expected and actual experience	0	0.0	0	0
2020	Changes in assumptions or other inputs	201,459	5.0	40,292	80,583
2020	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2021	Difference between expected and actual experience	177,329	7.3	24,292	128,745
2021	Changes in assumptions or other inputs	142,853	7.3	19,569	103,715
2021	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
2022	Difference between expected and actual experience	0	0.0	0	0
2022	Changes in assumptions or other inputs	0	0.0	0	0
2022	Net difference between projected and actual earnings on OPEB plan investments	0	0.0	0	0
	<b>Total</b>				<b>\$342,244</b>



Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022

Schedule of Deferred Inflows of Resources

Year	Source	Initial Amount	Initial Amortization Period (Years)	Annual Recognition	Current Balance
2017	Difference between expected and actual experience	0	0.0	0	0
2017	Changes in assumptions or other inputs	0	0.0	0	0
2017	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
2018	Difference between expected and actual experience	0	0.0	0	0
2018	Changes in assumptions or other inputs	0	0.0	0	0
2018	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
2019	Difference between expected and actual experience	472,075	5.5	85,832	128,747
2019	Changes in assumptions or other inputs	0	0.0	0	0
2019	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
2020	Difference between expected and actual experience	98,021	5.0	19,604	39,209
2020	Changes in assumptions or other inputs	0	0.0	0	0
2020	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
2021	Difference between expected and actual experience	0	0.0	0	0
2021	Changes in assumptions or other inputs	0	0.0	0	0
2021	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
2022	Difference between expected and actual experience	0	0.0	0	0
2022	Changes in assumptions or other inputs	452,489	7.0	64,641	387,848
2022	Net difference between projected and actual earnings on plan investments	0	0.0	0	0
	<b>Total</b>			<b>64,641</b>	<b>387,848</b>
					<u><u>\$555,804</u></u>



Lakeport Fire Protection District  
 GASB 75 Note Disclosures and Required Supplementary Information  
 for the Reporting Year Ended June 30, 2022

Schedules of Required Supplementary Information

Schedule of Changes in the District's Net OPEB Liability and Related Ratios

	2022	2021	2020	2019	2018
Reporting fiscal year ending					
Discount rate	3.69%	1.92%	2.60%	3.13%	3.62%
<b>Total OPEB liability</b>					
Service cost	176,316	150,447	74,914	58,914	72,468
Interest	38,704	42,308	36,712	39,203	51,908
Changes of benefit terms	0	0	0	0	0
Differences between expected and actual experience	0	177,329	(98,021)	(472,075)	0
Change of assumptions	(452,489)	142,853	201,459	107,065	0
Benefit payments	(72,736)	(64,287)	(43,249)	(28,930)	(14,274)
<b>Net change in total OPEB liability</b>	<b>(310,205)</b>	<b>448,650</b>	<b>171,815</b>	<b>(295,823)</b>	<b>110,102</b>
<b>Total OPEB liability – beginning</b>	<b>1,875,734</b>	<b>1,427,084</b>	<b>1,255,269</b>	<b>1,551,092</b>	<b>1,440,990</b>
<b>Total OPEB liability – ending (a)</b>	<b>\$1,565,529</b>	<b>\$1,875,734</b>	<b>\$1,427,084</b>	<b>\$1,255,269</b>	<b>\$1,551,092</b>
<b>Plan fiduciary net position</b>					
Contributions - employer	72,736	64,287	43,249	28,930	14,274
Net investment income	0	0	0	0	0
Benefit payments	(72,736)	(64,287)	(43,249)	(28,930)	(14,274)
Administrative expense	0	0	0	0	0
<b>Net change in plan fiduciary net position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plan fiduciary net position - beginning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plan fiduciary net position – ending (b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>District's net OPEB liability – ending (a) – (b)</b>	<b>\$1,565,529</b>	<b>\$1,875,734</b>	<b>\$1,427,084</b>	<b>\$1,255,269</b>	<b>\$1,551,092</b>
<b>Plan fiduciary net position as a percentage of the total OPEB liability</b>	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Covered-employee payroll</b>	\$1,103,852	\$887,588	\$1,034,500	\$683,992	\$1,032,931
<b>District's net OPEB liability as a percentage of covered-employee payroll</b>	141.82%	211.33%	137.95%	183.52%	150.16%



**Lakeport Fire Protection District  
GASB 75 Note Disclosures and Required Supplementary Information  
for the Reporting Year Ended June 30, 2022**

**Actuarial Certification**

The results presented in this disclosure are based on the District's July 1, 2020 valuation. The valuation was performed in accordance with generally accepted actuarial principles and practices. The actuarial assumptions and methodologies used in these calculations are believed to be reasonable under the requirements set forth in GASB 75 and the Actuarial Standards of Practice (ASOP).

Supporting documentation provided by the District was relied upon without audit. This information includes, but is not limited to, census data, premiums, OPEB plan provisions, contributions, payroll, and any applicable asset statements. The data was reviewed in accordance with ASOP 23. The valuation results, and subsequent disclosure information, depend on the integrity of the provided information.

The results in this report were calculated with the assistance of ProVal actuarial valuation software. The model was developed in 1994 and is maintained by Winklevoss Technologies (WinTech). Through ProVal, WinTech provides valuation and projection software for both pension and other postemployment benefit plans. We utilize ProVal in accordance with its intended purpose and have not identified any material inconsistencies in the ProVal assumptions or outputs that would affect this valuation.

The undersigned actuary is a member of the American Academy of Actuaries and meets the qualification standards to render the actuarial opinion contained in this report.

Certified by:



Molly McGee, ASA, EA, FCA, MAAA  
Consulting Actuary



## Lakeport Fire District

2022/2023  
Budget Report

<b>General Fund - 354</b>		<b>Final</b>	<b>9/30/2022</b>		<b>25%</b>	
<b>Account #</b>	<b>APPROPRIATIONS</b>	<b>Budget</b>	<b>This Month</b>	<b>YTD</b>	<b>% of Budget</b>	<b>Remaining</b>
01-11	Salaries - Permanent	1,082,000	47,221	247,897	22.9%	834,103
01-12	Extra Help	75,000	3,962	15,901	21.2%	59,099
01-13	Overtime - Holiday -	275,000	6,294	31,246	11.4%	243,754
02-21	Social Security - Medicare	25,000	839	3,684	14.7%	21,316
02-22	CalPERS	400,000	31,024	103,196	25.8%	296,804
03-30	Health/Life Insurance	400,000	(609)	131,113	32.8%	268,887
03-31	Unemployment Insurance	0	0	0	0.0%	0
03-35	Retiree Other Post Emp. Benefits	52,000	1,388	13,559	26.1%	38,441
04-00	Workers Compensation	66,000	0	65,485	99.2%	515
09-00	Payroll Clearing Account	0	50,343	107,705	n/a	-107,705
<b>Total Salaries and Benefits</b>		<b>2,375,000</b>	<b>140,462</b>	<b>719,786</b>	<b>30.3%</b>	<b>1,655,214</b>
11-00	Clothing & Personal Supplies	50,000	230	1,489	3.0%	48,511
12-00	Communications	100,000	1,057	6,217	6.2%	93,783
14-00	Household Expense	7,000	755	1,891	27.0%	5,109
15-10	Insurance - Prop., Auto and Eq.	24,500	0	24,291	99.1%	209
15-12	Insurance - Public Liability	64,500	0	64,444	99.9%	56
17-00	Maintenance - Equipment	100,000	12,351	19,845	19.8%	80,155
18-00	Maintenance - Buildings & Grounds	35,000	168	2,635	7.5%	32,365
19-40	Medical Supplies	50,000	7,700	14,201	28.4%	35,799
20-00	Memberships	10,000	(250)	250	2.5%	9,750
22-70	Office Supplies	7,000	929	2,145	30.6%	4,855
22-71	Postage	1,000	69	69	6.9%	931
22-72	Books & Periodicals	1,500	776	776	51.8%	724
23-80	Professional & Specialized Services	91,000	5,316	13,184	14.5%	77,816
24-00	Publications & Legal Notices	845	67	67	7.9%	778
25-00	Rents & Leases - Equipment	31,000	20,789	20,789	67.1%	10,211
26-00	Rents & Leases - Buildings	5	0	0	0.0%	5
27-00	Small Tools & Instruments	13,000	1,238	1,238	9.5%	11,762
28-30	Supplies & Services	64,000	505	1,082	1.7%	62,918
28-48	Ambulance Expenses	107,500	5,634	25,562	23.8%	81,938
29-50	Transportation & Travel	4,500	0	43	1.0%	4,457
30-00	Utilities	75,000	8,656	18,114	24.2%	56,886
42-10	Notes & Loans/P&I	61,000	0	0	0.0%	61,000
48-00	Taxes & Assessments	150	0	0	0.0%	150
61-60	Capital Bldgs & Improv. Prior	130,000	0	9,600	7.4%	120,400
62-71	Capital Equipment Office	5,000	0	0	0.0%	5,000
62-72	Capital Equipment Vehicle	50,000	0	0	0.0%	50,000
62-74	Capital Equipment Other	20,000	0	0	0.0%	20,000
90-91	Contingencies	0	0	0	0.0%	0
<b>Total Services, Supplies and Capital Expenses</b>		<b>1,103,500</b>	<b>65,987</b>	<b>227,930</b>	<b>20.7%</b>	<b>875,570</b>
<b>Total Fire Protection</b>		<b>3,478,500</b>	<b>206,448</b>	<b>947,717</b>	<b>27.2%</b>	<b>2,530,783</b>

<b>General Fund - 354</b>		<b>Final</b>	<b>9/30/22</b>		<b>25%</b>	
<b>Account #</b>	<b>REVENUES</b>	<b>Budget</b>	<b>This Month</b>	<b>YTD</b>	<b>% of Budget Remaining</b>	
10-10	Current Secured Taxes	973,000	0	0	0.0%	973,000
10-20	Current Unsecured Taxes	21,000	0	0	0.0%	21,000
10-25	Supplemental Roll Taxes - Current	12,000	0	0	0.0%	12,000
10-35	Supplemental Roll Taxes - Prior	3,000	0	0	0.0%	3,000
10-40	Prior Unsecured Taxes	1,100	0	0	0.0%	1,100
21-60	Permits	12,500	1,670	2,560	20.5%	9,940
42-01	Interest	2,000	0	0	0.0%	2,000
42-10	Rent - Finley Station	5,400	450	1,350	25.0%	4,050
54-60	Home Owners Prop. Tax Relief	9,000	0	0	0.0%	9,000
54-70/90	State Aid	25,000	0	0	0.0%	25,000
68-60	Ambulance Revenue	700,000	61,754	106,254	15.2%	593,746
69-29	Measure "M" Special Tax	1,275,000	0	0	0.0%	1,275,000
79-60	Sale of Fixed Assets	0	0	0	0.0%	0
79-90	Other/Miscellaneous Revenue	27,000	1,852	20,373	75.5%	6,627
79-91	Cancelled Checks	0	0	331	0.0%	-331
81-22	Operating Transfers In	180,000	180,000	180,000	100.0%	0
<b>Total Revenue</b>		<b>3,246,000</b>	<b>245,725</b>	<b>310,869</b>	<b>9.6%</b>	<b>2,935,131</b>
Transfer from (-to) Fund Balance		232,500	(39,277)	636,848	n/a	
<b>Total Revenue/using reserves</b>		<b>3,478,500</b>	<b>206,448</b>	<b>947,717</b>	<b>27.2%</b>	

<b>Fund Balances</b>					
<b>Acct. #</b>	<b>General Fund - 354</b>				
Unreserved Fund Balance		1,210,011		(636,848)	573,162.47
01-00	Reserves - General	20,000	0	0	20,000.00
02-00	Petty Cash	150	0	0	150.00
00-00	Unreserved - General - Designated	200,000	0	0	200,000.00
04-00	Unreserved - Designated - Equip.	900,000	(50,000)	(50,000)	850,000.00
06-00	Unreserved - Designated - Buildings	206,118	(130,000)	(130,000)	76,118.00
2500	Unreserved - Designated - Medical	200,000	0	0	200,000.00
<b>Total General Fund 354 Balance</b>		<b>2,736,279</b>	<b>(180,000)</b>	<b>(816,848)</b>	<b>1,919,430.47</b>

<b>Fire Mitigation Fund - 363</b>		<b>9/30/22</b>		
		<b>This Month</b>	<b>YTD</b>	
FY Beginning Fund Balance				<b>445,340.29</b>
42-01	Interest	0	0	0.00
66-15	Lake County Fire Mitigation	5,643	14,206	14,206.00
66-16	Lakeport City Fire Mitigation	360	360	360.00
<b>Total Fire Mitigation Fund 363 Balance</b>		<b>6,003</b>	<b>14,566</b>	<b>459,906.29</b>

<b>Wells Fargo Checking Accounts</b>		<b>9/30/22</b>
Ambulance		63,047
Payroll		118
CalPERS		9,615
<b>Total Wells Fargo Checking Accounts</b>		<b>72,780</b>

# Lakeport Fire District

Lakeport, CA

This report was generated on 10/7/2022 5:34:44 PM



## Incident Type and Street Name for Date Range

Incident Status: Reviewed | Start Date: 09/01/2022 | End Date: 09/30/2022

Incident Date	Address	Incident Type
09/01/2022	Martin ST, LAKEPORT, CA 95453	Public service
09/01/2022	29 HWY, LAKEPORT, CA 95453	Motor vehicle accident with injuries
09/01/2022	S HIGH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/01/2022	SODA BAY RD, KELSEYVILLE, CA 95453	Dispatched & cancelled en route
09/01/2022	5TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/01/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/01/2022	W 20 HWY, Upper Lake, CA 95485	Motor vehicle accident with injuries
09/01/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/01/2022	N BRUSH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	S MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	LOUIS WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	7TH ST, LAKEPORT, CA 95453	Water problem, other
09/02/2022	5TH ST, LAKEPORT, CA 95453	Gas leak (natural gas or LPG)
09/02/2022	KEELING AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	COLONIAL MHP, LAKEPORT, CA 95453	Public service
09/02/2022	Martin ST, LAKEPORT, CA 95453	Lock-out
09/02/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/02/2022	N Main ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/03/2022	Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/03/2022	Eleventh ST, LAKEPORT, CA 95453	Smoke scare, odor of smoke
09/03/2022	SCOTTS VALLEY RD, UPPER LAKE, CA 95453	Dispatched & cancelled en route
09/03/2022	HILLCREST DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/03/2022	24TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/03/2022	E highland springs RD, Lakeport, CA 95453	False alarm or false call, other
09/03/2022	175 HWY, LAKEPORT, CA 95453	Motor vehicle accident with injuries
09/03/2022	craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/03/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	1291 AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	6TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	WILLOW POINT CAMPGROUND, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	PERKS MHP, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	MELODY LN, UPPER LAKE, CA 95485	Dispatched & cancelled en route
09/04/2022	1291 Craig Ave, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	Martin ST, LAKEPORT, CA 95453	Smoke scare, odor of smoke
09/04/2022	S FORBES ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	Martin ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/04/2022	RED FEATHER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	BEVINS CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	S FORBES 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.



09/05/2022	Lakeshore BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	N TUNIS ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	BEVINS ST, LAKEPORT (LAKEVIEW SENIOR APTS), CA 95453	Public service
09/05/2022	S FORBES ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	LIBRARY PARK, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury
09/05/2022	BIG VALLEY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	16TH ST, LAKEPORT (ROCKY POINT CARE CENTER), CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	CHURCH ST, KELSEYVILLE, CA 95451	Dispatched & cancelled en route
09/06/2022	S HWY 29, LAKEPORT, CA 95451	Motor vehicle accident with injuries
09/06/2022	PERKS MHP, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	Public service
09/06/2022	LANGE ST, LAKEPORT (CLEARLAKE HIGH SCHOOL), CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	N MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	S MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	RIGGS RD, LAKEPORT, CA 95453	Power line down
09/06/2022	LIBRARY PARK, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/06/2022	N MAIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/07/2022	KONOCTI RD, KELSEYVILLE (KELSEYVILLE ELEMENTARY SCHOOL), CA 95451	EMS call, excluding vehicle accident with injury
09/07/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	EMS call, excluding vehicle accident with injury
09/07/2022	RED FEATHER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/07/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/07/2022	RUNNING CREEK CASINO, UPPER LAKE, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	YELLOW HAMMER LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	MISSION WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	ROBIN HILL DR, LAKEPORT (STERLING SHORE ESTATES), CA 95453	Public service
09/08/2022	N FORBES ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	PERKS MHP BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	POOL ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/08/2022	SODA BAY RD, LAKEPORT, CA 95453	Brush or brush-and-grass mixture fire
09/08/2022	UTAH ST, CLEARLAKE CITY, CA 95422	EMS call, excluding vehicle accident with injury
09/09/2022	Craig AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/11/2022	16th ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
09/11/2022	Lakeshore BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/12/2022	Martin ST, LAKEPORT, CA 95453	Public service
09/12/2022	LANGE ST, LAKEPORT (CLEARLAKE HIGH SCHOOL), CA 95453	Alarm system activation, no fire - unintentional
09/12/2022	YELLOW HAMMER LN, LAKEPORT, CA 95453	Building fire
09/15/2022	HENDRICKS RD, LAKEPORT, CA 95453	Public service
09/15/2022	3RD ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/15/2022	LIVE OAK DR, Kelseyville, CA 95451	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.



09/15/2022	RODELLO RD, LAKEPORT, CA 95453	Power line down
09/15/2022	RAINBOW RD, LAKEPORT, CA 95453	Public service
09/15/2022	BEACH LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/15/2022	BEVINS CT, LAKEPORT (LAKE COUNTY TRIBAL HEALTH), CA 95453	EMS call, excluding vehicle accident with injury
09/15/2022	LIBRARY PARK, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/15/2022	PARK ST, LAKEPORT, CA 95453	Public service
09/16/2022	BEVINS CT, LAKEPORT (LAKE COUNTY TRIBAL HEALTH), CA 95453	EMS call, excluding vehicle accident with injury
09/16/2022	BEVINS ST, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
09/16/2022	SODA BAY RD, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
09/16/2022	ALSTON WAY, Lucerne, CA 95458	Dispatched & cancelled en route
09/16/2022	SENTRY MARKET, Nice, CA 95464	EMS call, excluding vehicle accident with injury
09/16/2022	OAK AVE, LAKEPORT, CA 95453	Dispatched & cancelled en route
09/16/2022	LOUIS WAY, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/16/2022	MEADOW DR, Lakeport, CA 95453	Public service assistance, other
09/17/2022	5TH STREET EXT, Kelseyville, CA 95451	EMS call, excluding vehicle accident with injury
09/17/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/17/2022	ROYALE AVE, LAKEPORT, CA 95453	Public service
09/17/2022	Park ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/17/2022	Hill RD E, LAKEPORT, CA 95453	Dispatched & cancelled en route
09/17/2022	LAGOON DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/17/2022	Lange ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/17/2022	HAMPTON PARK, LAKEPORT, CA 95453	Public service
09/17/2022	1ST ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/18/2022	CLEAR LAKE AVE, LAKEPORT, CA 95453	Motor vehicle accident with injuries
09/18/2022	PARK VIEW DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/18/2022	Genevieve ST, LAKEPORT, CA 95453	Dispatched & cancelled en route
09/18/2022	BEACH LN, LAKEPORT, CA 95453	Dispatched & cancelled en route
09/18/2022	WALNUT DR, LAKEPORT, CA 95453	Hazardous condition, other
09/18/2022	W 20 HWY, UPPER LAKE, CA 95485	Dispatched & cancelled en route
09/18/2022	Rodman Slough SHL, Lakeport, CA 95453	Dispatched & cancelled en route
09/19/2022	14TH ST, LAKEPORT, CA 95453	Gas leak (natural gas or LPG)
09/19/2022	LILY COVE AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/19/2022	Hill RD E, LAKEPORT, CA 95453	Motor vehicle accident with injuries
09/19/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	Motor vehicle accident with no injuries.
09/19/2022	NORTH AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/19/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	Bevins CT, Lakeport, CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	LAKESHORE BLVD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	BEVINS CT, LAKEPORT (LAKE COUNTY TRIBAL HEALTH), CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	S MAIN ST, LAKEPORT (LAKEPORT LAGOON MHP), CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	11TH ST, LAKEPORT (CVS PHARMACY- LAKEPORT), CA 95453	EMS call, excluding vehicle accident with injury
09/21/2022	ROBIN HILL DR, LAKEPORT (STERLING SHORE ESTATES), CA 95453	EMS call, excluding vehicle accident with injury
09/22/2022	N TUNIS ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/25/2022	BEACH LN, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/25/2022	PECKHAM CT, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/25/2022	MAIN ST, Kelseyville, CA 95451	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.



09/27/2022	KONOCTI AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	5TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	BELLA VISTA APTS, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	MEADOW DR, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	CENTRAL PARK AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	HILL RD E, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	MARTIN STREET APTS, LAKEPORT, CA 95453	Cooking fire, confined to container
09/27/2022	HIGHLAND SPRINGS RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	ROBIN HILL DR, LAKEPORT (STERLING SHORE ESTATES), CA 95453	EMS call, excluding vehicle accident with injury
09/27/2022	6TH ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	HOWARD AVE, LAKEPORT, CA 95453	Alarm system activation, no fire - unintentional
09/28/2022	KEELING AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	MARTIN ST, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	KONOCTI AVE, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	SYLAR LN, KELSEYVILLE, CA 95451	Dispatched & cancelled en route
09/28/2022	MADRONE DR, KELSEYVILLE, CA 95453	Dispatched & cancelled en route
09/28/2022	LAKESHORE BLVD, Lakeport, CA 95453	Building fire
09/28/2022	HARTLEY RD, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	11TH ST, LAKEPORT (CVS PHARMACY- LAKEPORT), CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	S MAIN ST, LAKEPORT (CLEARLAKE MARINA MHP), CA 95453	EMS call, excluding vehicle accident with injury
09/28/2022	FOREST DR, LAKEPORT, CA 95453	Public service
09/29/2022	BELLA VISTA APTS, LAKEPORT, CA 95453	EMS call, excluding vehicle accident with injury

Total incidents: 153

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.



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
	SEPT	MILES	SEPT	HOURS	SEPT	HOURS	SEPT	HOURS			
E5011	11,277	1,319	816	123	47.09	4.79	692.7	3.1	Jul-22	552	264 hr.
T5011	19,514	48	2,316	26	126.1	0.60	692.7		Aug-21	19,100	414 mi.
E5012	no display		15,834	2	1,067.0	1.00			Nov-21	15,364	470 hr.
E5031	20,198	38	1,328	5	185.0	0.00			Apr-18	17,200	2998 mi.
E5021	31,132	110	3,113	3					Aug-22	31,022	110 mi.
M5011	92,476	692	5,099	52					Jul-22	91,719	757 mi.
M5012	95,057	1,309	5,111	79					Jul-22	90,520	4537 mi.
E5211	47,266	72	4,260	5	1,305.2	5.60			Oct-20	42,927	4339 mi.
WT5011	21,143	20							Jun-22	21,005	138 mi.
U5011	94,700	321									
C500	58,919	1,159							May-22	55,100	3818.9 mi.
STATION 50 GENERATOR			500								
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								





**DECISION BRIEF**



**Date:** October 1, 2022

**To:** Office of the Fire Chief and the Lakeport Fire District Board of Directors

**From:** Aerial Ladder Truck, Apparatus Committee

**Subject:** Aerial Ladder Truck Replacement Project

**ISSUE**

Our current front line Aerial Ladder Truck is a 1999 Seagrave Meanstick Quint with a 75' heavy duty steel aerial ladder device.

Truck 5011 (T-5011) was purchased used in 2007 from the Boyce Volunteer Fire Company in Virginia.

Truck 5011 deploys a heavy duty 75' aerial ladder, a 1500 GPM pump, a 500 gallon booster tank, ground ladders, and both supply and attack hose. Hence the name "Quint", or five functions.

At almost 24 years old, Truck 5011 is 4 years past the Lakeport Fire adopted and NFPA (National Fire Protection Association) recommended duty cycle age of 15 years front line service, and 5 years as a reserve.

Truck 5011 is beyond a safe and reliable service life, and outside of NFPA compliance.

In addition to its age, Truck 5011 has experienced numerous and extensive problems to both its hydraulic and electrical systems. The cost of maintenance since the department has owned the truck has nearly exceeded the purchase price.

In the last 10 years, Truck 5011 is frequently out of service and for extended periods of time. Frequently >3 months at a time.



(Photos: LFD Truck 5011 poor angles of departure and approach with aerial ladder coming up short)

Due to the ladder truck's design, layout and dimensions, LFD personnel have experienced significant operational limitations and challenges.

Firefighting and Apparatus Operating Personnel have identified and prioritized the top five operational limitations:

1. Vehicle Dimensions: Overall height, overall length, wheelbase, and width limiting access to >75% of the District and Station Apparatus Bays.
2. Aerial Ladder: Both vertical (75 Feet) and horizontal (65 feet) reach limitations have significantly inhibited aerial ladder reach to many district occupancies and buildings.
3. Minimal Ground/Portable Ladder complement limiting access to residential and commercial building windows and roofs.
4. Minimal Equipment/Tool storage capability due to Quint design having pump and tank therefore decreasing compartment space.
5. Frequent operational failures and maintenance costs involving the pre-plumbed aerial waterway thus rendering it frequently inoperational.

**BACKGROUND**

The aerial ladder truck committee of the Lakeport Fire District has identified Truck 5011 as a top priority for immediate replacement.

The truck committee evaluated each aerial ladder platform and configuration currently manufactured in today's aerial ladder truck market.

The committee narrowed the evaluation down to four different aerial ladder platform configurations. (SEE ATTACHED)

The committee identified 20 major areas for evaluation and developed a comparison chart for each aerial apparatus.

Each committee member then independently scored all 23 evaluation criteria, for all four apparatus under consideration.

Each committee member's score for each of the evaluated apparatus were then totaled, and then averaged.

The top two scoring aerial configuration platforms were then heavily researched and evaluated in great detail.

LFD AERIAL LADDER TRUCK EVALUATION					
	Current Single Axle 75' Quint	Tandem Rear Axle 100' Low Profile	Single Rear Axle 107'	Tandem Rear Axle 107' (All Steer)	TDA 107'
Overall Height	132" / 11'-0"	130" / 10'-10" *3" for all steer	144" / 11'-0"	128" / 11'-0" *3" for all steer	134" / 11'-2"
Overall Length	35'	39'-5.5"	39'-1.5"	39'-0.5"	57'
Wheelbase (Maneuverability)	192"	231.50"	233.50"	221.50"	163"
Rear Overhang	105"	147"	108.50"	147"	104.50"
Approach Angle	Poor	Improved	Poor	Improved	Superior/Excellent
Departure Angle	Poor	Improved	Improved	Improved	Superior/Excellent
Station modify RAISE ROOF	NO	NO	YES	YES	NO
Station Modify EXTEND BAY	NO	YES	YES	YES	YES
Number of Jacks	1 Set H-Style (rear)	1 Set H-Style, 2 Down-Jacks (rear)	1 Set H-Style, 1 Down-Jack (rear)	1 Set H-Style, 2 Down-Jacks (rear)	1 Set H-Style (front)
Jack Spread	14'	16'	16'	16'	17'
Aerial Setup Time	<3:00 minutes	<3:00 minutes	<3:00 minutes	<3:00 minutes	90 Seconds
Overall DISTRICT accessibility	<75% of District	<75% of District (All-Steer)	75% of District	<75% of District (All-Steer)	>95% of District
Aerial Horizontal Reach	66'	93'	100'	100'	100'
Aerial Ladder Design	Adequate	Poor Design	Superior/Excellent	Superior/Excellent	Superior/Excellent
Aerial/Turntable Access (Fireground)	Limited due to reach/turntable spotter/Placement	Better, but rear mount has limitations	Better, but rear mount has limitations	Better, but rear mount has limitations	Superior, due to reach, turntable access, and position abilities
Ground Ladder Storage	115 Feet	Minimum 115 ft.	Minimum 115 ft.	Minimum 115 ft.	250 ft. +
Equipment Storage	Very Limited and Minimal, 180 cu ft.	144-306 cubic ft.	144-306 cubic ft.	144-306 cubic ft.	500-600 cubic ft.
Equipment Access	Somewhat Accessible	Somewhat Accessible	Somewhat Accessible	Somewhat Accessible	Mostly Accessible
Minimum Staffing for Commercial Structure Response	1 Apparatus Operator	1 Apparatus Operator	1 Apparatus Operator	1 Apparatus Operator	1 Apparatus Operator (Rear Piped)
Minimum Staffing for response to District MAJORITY	1 Apparatus Operator	1 Apparatus Operator	1 Apparatus Operator	1 Apparatus Operator	1 Tractor Operator 1 Tiller Operator
Pre-Plumbed Aerial Waterway	YES	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
Initial Training	Little to none	Moderate	Minimal	Moderate	Significant
Annual Training	None	Minimal	Minimal	Minimal	Moderate
TOTAL SCORE		55/49 5/51/53 5/54 Average = 52.6	54/55 5/54/54/57 Average = 55.2	57/55 5/58/57/58 Average = 56.7	70/88/70/88/67 Average = 68.8

**SCORING CRITERIA**  
1 = DOES NOT meet the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members  
2 = SOMEWHAT meets the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members  
3 = IS EQUIVALENT to our current aerial ladder truck and has no obvious benefit OR drawback  
4 = SOMEWHAT exceeds the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members

(Aerial Ladder Truck Evaluation created by LFD Apparatus Committee members - See attached for full scale)

After many hours of research, development and collaboration with manufactures, other fire departments, webinars from subject matter experts, site visits, interviews with service/maintenance managers, and collaboration with the membership of the Lakeport Fire District's paid and volunteer personnel, the apparatus committee has concluded the following.

## **OPTIONS**

### **1. 107' Tractor Drawn Aerial Ladder (Average Total Score = 68.8)**



## **OPERATIONAL IMPACT**

### **Training**

#### **Initial qualifications - Tractor and Tiller Operator (T.O.)**

All Captains and aerial apparatus committee members shall attend a train the trainer class provided by the Response Training Group (RTG). RTG comes highly rated and recommended by dozens of fire departments from across the United States. (See Attached Training Proposal from RTG). The instructors are veteran tractor drawn aerial operators from the Seattle Fire Department, who is nationally recognized for the best safety training program and safety track record of tractor drawn aerial ladder operations.

The course will be hosted by Lakeport Fire and held within the district of Lakeport. There will be no travel, lodging or meal expenses for our members.

The course will cost \$25,163 and can be paired with the purchase of the aerial ladder.

Following completion of the train-the-trainer curriculum, now certified instructors, tractor/tiller operator SME's (subject matter experts) LFD Captains and T.O. Instructors will then roll out a certified tractor and tiller operator training curriculum to the balance of our paid and volunteer personnel.

Tractor/Tiller Operator SME's will continue to provide the initial qualifications training to all subsequent new LFD hires or volunteer firefighters through an established training curriculum designed for LFD by RTG.

Upon successful completion of the LFD Tractor/Tiller Operator Training ("TO"), members will then have a "TO" placed before their name on the District Roster indicating they are qualified to operate both the tractor and trailer.



Qualified TO members must maintain their TO status by completing LFD annual maintenance training requirements. Failure to do so will result in suspension of their TO qualification status.

### **Annual Refresher Qualification Maintenance Requirements**

All qualified Tractor and Tiller operating personnel will be required to complete established annual recurring training by means of Vector Target Solutions online training and testing, emergency vehicle operations cone course testing, open road driver testing, and aerial ladder operation testing.

### **Operational Safety**

As a newly purchased apparatus, a tractor drawn aerial will be NFPA compliant meeting all established safety standards both for firefighters and the public. Due to a TDA's unmatched maneuverability capabilities, when operating on streets and open roads the apparatus will provide a higher degree of safety thus decreasing the risk of accidents and collisions. The increase of operational safety is also due to the fact that there are two apparatus operator/drivers. Two operators provide two sets of eyes, increased communication, better visibility of surroundings, pedestrians, other vehicles, hazards, obstacles, and obstructions.



### **Aerial Ladder Deployability**

A tractor drawn aerial only has two H-style stabilization jacks (one on each side) on the trailer just below the aerial turntable/pedestal. The turntable and jacks are located at the front of the trailer, which offers safer and more effective visualization when positioning for aerial ladder deployment. Additionally, a TDA's ability to articulate at the center of the apparatus provides for better aerial ladder horizontal and vertical reach as the apparatus can crab walk or manipulate its aerial closer to buildings.

### **Equipment Storage**

Compartment storage capacity of a TDA is between 500-600 cubic feet of storage, compared to a straight frame storage capacity of roughly 160 cubic feet. In addition, TDA's have an increased ground ladder capacity exceeding 250 feet, double of what a straight frame can store. TDA's also provide equipment storage at lower compartment shelf storage heights, helping to reduce the negative impact of poor firefighter body mechanics when accessing heavy equipment.



### **ISO Rating**

A Tractor Drawn Aerial will result in an increased rating (score) to the ISO Rating of the Lakeport Fire Protection District.

## **RESPONSE/DEPLOYMENT**

### **Staffing Requirements**

To achieve full maneuverability capabilities, Tractor Drawn Aerial apparatus require both a tractor and a tiller operator, or staffing of two. Tractor Drawn Aerial apparatus can also be operated with a single apparatus operator of just the tractor. To do so, the rear steering axle is pinned so the trailer can no longer steer, resulting in the rear axle then behaving similar to a typical big rig trailer. A TDA's ability to still respond to incidents with a single driver/operator maintains LFD's service delivery model during staffing or coverage gaps when crews are committed on other calls or on duty staffing falls below four.

Currently, LFD daily staffing levels are four suppression personnel including a Captain. When Truck 5011 is dispatched, it is cross staffed by first: the two suppression firefighters from the ambulance, then the Captain and firefighter from our Engine Company only if the Truck is a special call and another specific piece of apparatus is not prioritized first.

Frequently off duty paid personnel and/or volunteer firefighting personnel will respond to the station to up-staff our current ladder truck. The same successful deployment model would be utilized with a tractor drawn aerial.

Additionally, as a built in means to maintain ladder truck staffing, LFD staff is currently exploring two opportunities to increase daily staffing levels and fill any potential ladder truck availability/deployment gaps. Such opportunities are:

- **Volunteer/Off Duty Apparatus Operator Daily Staffing Roster/Calendar**
  - i. Volunteer/Off Duty personnel will have the opportunity to fill any tractor or tiller operator gaps by signing up on a monthly roster/calendar. Personnel whom are signed up on the roster will be responsible for monitoring calls where the ladder truck is requested and/or required to respond to an incident. At which point, if it is identified that on-duty cross staffing challenges or gaps exist, then off duty of volunteer personnel shall report to the station, upstaff, and respond to any such incidents requiring the ladder truck.
- **Firefighter I Internships**
  - i. LFD intends to begin recruitment from Fire Academies across the region where graduates are required to complete internships lasting approximately 6 months as firefighting students in an effort to complete State Fire Training Taskbooks so they may then apply for their State Firefighter I Certifications. Our intention is to capture one firefighter intern per shift, totalling three across the shifts. The addition of firefighter interns will result in the increase of daily staffing levels to five suppression personnel as well as a Captain. Ultimately, the Captains would have the ability to staff additional apparatus and/or increase staffing for a tractor drawn aerial. It is also anticipated that this will lend itself to recruitment and retention opportunities for future career staff applicants, part-time staff applicants, as well as volunteer or reserve members.

#### **District Accessibility & Maneuverability**

The Lakeport Fire District covers a diverse geographical area of very compact city streets originally built in the late 1800's for horse and buggy transportation. Our district core has unenforced street and sidewalk parking, zero lot lines, multiple narrow apartment complexes, low and unmaintained tree canopies, steep hills, windy paved and dirt roads, as well as highways and multiple three or more story buildings. All of such require an aerial ladder truck that has the highest degree of maneuverability, 15 degree angle of approach, 15 degree angle of departure, as well as the greatest amount of versatility and capabilities with aerial ladder spotting and deployment.



The tractor drawn aerial is the most maneuverable aerial apparatus available, even though it's much longer than a straight frame aerial. They are able to navigate around obstacles and get in and out of tighter congested areas. This gives it the ability to steer into locations that a straight frame aerial is unable to navigate. This capability provides the opportunity to get closer to a structure for firefighter access or victim rescue.

Through extensive research, it has been determined that a tractor drawn aerial ladder truck meets the accessibility and maneuverability requirements of the Lakeport Fire District as well as our neighboring Lake County agencies. A properly specified tractor drawn aerial will not



only provide aerial ladder truck access to greater than 95% of the Lakeport Fire district, but also a large percentage of Lake County and our regional cooperator fire district's. A TDA's unmatched maneuverability, versatility, compartmentation and storage of equipment, ground ladder storage capabilities, as well as more aerial ladder vertical and horizontal reach will provide the highest level of enhanced service delivery.

#### **STATION/FACILITIES IMPACT**

Tractor Drawn Aerial ladder trucks have a maximum overall height of 11 feet 2 inches and a minimum overall length of 57 feet.

Lakeport Fire District downtown Station 50's ladder truck bay has a maximum ceiling height of 11 feet 5 inches and maximum overall length of 40 feet.

A tractor drawn aerial would **NOT** require the structural roof trusses and ceiling components of the apparatus bay to be reengineered and lifted.

A tractor drawn aerial **would only** require an approximate 20 foot addition to Station 50 existing Ladder Truck and Type One Engine apparatus bay.

Consultation with a licensed commercial contractor resulted in the following findings:

#### **Building an approximate 20' addition to the existing Ladder Truck and Type One Engine apparatus bay:**

Approximately = \$200,000

#### **Station Improvement Project Total Cost**

\$200,000

#### **PREVENTATIVE MAINTENANCE/SERVICE & REPAIRS**

As with all apparatus a Tractor Drawn Aerial will require regular maintenance and services to ensure its ability to perform when it is most needed. However, the maintenance required annually is significantly less than that of the current truck and approximately 80 hours less (\$13,600) than a comparable rear mount aerial ladder with all steer capabilities.

A tractor drawn aerial has the advantage of having two well trained drivers, this means an extra set of eyes when maneuvering in tight areas which significantly reduces the chance of damage by colliding with obstacles and creating unforeseen repair costs.

The addition of a steering axle, at the rear of the trailer, would create a slight increase in maintenance and service due to tire cost and suspension/steering components in comparison to Lakeport's current ladder truck. However, due to the rear only being a steering axle and not a drive axle the maintenance cost would be about the same as that of the front steering axle.

Tractor drawn aerials are frequently purchased without pumps, which keeps the overall length of the tractor as short as possible. This eliminates the need for annual pump maintenance and testing which can be costly and render the truck out of service for long periods of time, especially as the apparatus ages and problems become more frequent. This will also result in reduced wear and tear on the motor and transmission of the apparatus which increases the longevity of those components.

In place of the pump, many departments are choosing to utilize an onboard self-contained Compressed Air Foam System (CAFS). The CAFS is a very simple system that consists of a water tank, foam concentrate, compressed air, and a hoseline. The system requires very little maintenance and can be quickly and easily checked by firefighters daily to ensure the system will operate properly.

Since the aerial ladder turntable is located on the portion of the trailer over the tractor's rear axle, access to all major components of the aerial device from above and below the turntable becomes much easier and allows for more efficient inspection and repairs. This also allows the cab of the tractor to be raised without the raising of the aerial device so routine maintenance and repairs can be completed more quickly and in more convenient locations than with a rear mounted aerial device.

### **TIME FACTOR**

Current manufacturing build times are estimated at **30 MONTHS** after order has been placed. Estimated Delivery = **Spring 2025**

### **Legal Impact**

None.

### **Fiscal Impact**

Please see attached Tractor Drawn Aerial Ladder Proposal

Proposal includes a 14% price increase (Approx. \$20,000) imposed by Cummins Motors on October 1, 2022 across all of their model motors.

### **Pierce announced a 6.5% price increase to all product lines, effective November 1, 2022.**

Any order submitted after October 28, 2022 will result in a 6.5% or approximately \$133,000.00

All apparatus manufacturers have implemented multiple price increases over the last 24 months. It is anticipated that this trend will continue at the same rate and frequency.

Additionally, Lakeport Fire's current apparatus leasing partner First Community Leasing has stated that interest rates are climbing and anticipate rates to continue to increase.

107' Tractor Drawn Aerial - **\$2,050,000**  
Training - **\$25,000**  
Facilities/Station Modification - **\$200,000**  
Loose Equipment/Tools (Purchased in 2025) - **\$150,000**  
**Total Project Budget - \$2,425,000**

### **Labor Impact**

None.

### **Social Impacts**

#### **Internal**

Since the committee started exploring the option of a tractor drawn aerial there has been a lot of excitement within the department regarding the possibility that we may one day be operating one of these incredible pieces of apparatus. Lakeport firefighters take a lot of pride in being the only truck company in Lake County and strive to be extremely proficient in truck company operations. The potential to increase our operational capabilities, efficiency, and level of service to the citizens of Lakeport and Lake County with a highly capable ladder truck have been continually discussed amongst the members of the department. We believe that a tractor drawn aerial would further boost the morale within the department and create a very strong culture of truck company excellence to mirror that which we currently see with the engine company.

#### **External**

When the citizens of our community, and the surrounding fire departments, are shown how effective a tractor drawn aerial can be there will be an increased confidence that Lakeport Fire is showing up to their emergency with the best equipment and well trained firefighters to protect their lives and property.

The committee strongly believes that a tractor drawn aerial will significantly increase volunteer and career firefighter recruitment and retention as it is considered an iconic staple in the fire service due to its history, tradition, operational capabilities, maneuverability, and sheer pageantry that solicits a childhood wonder when driving down the road.



## 2. 107' Rear Mount with Independent Rear Steer (Average Total Score = 56.7)



### OPERATIONAL IMPACT

#### **Training**

A tandem axle independent rear-steer ladder truck is very unique in its operation. The rear wheels turn at a percentage of the front wheels resulting in better maneuverability than a traditional tandem axle truck. Independent rear steer is a technology that is required as rear mount aerials are significantly longer vehicles compared to a type one pumper.

After conducting research into driver/operator training programs for various types of apparatus, the committee was unable to find an outside training resource or company for all-steer fire apparatus.

Committee members conducted interviews and performed site visits with other agencies that currently own and operate aerial ladders with all-steer tandem axles. Each of these agencies have well established and robust emergency vehicle operation training curriculums. Conversations with apparatus driver/operators of these other agencies resulted in a strong conveyed lack of confidence and perceived distrust in the behavior of the rear end of the apparatus when driving in congested streets with tight corners, parked cars, and dense obstacles.

Due to the unique operation of a rear mount all-steer aerial, it would be required that a select group of driver/operators become very proficient in the trucks operation and establish a training program to qualify all other members to operate this piece of apparatus.

#### **ISO Rating**

A Tractor Drawn Aerial will result in an increase rating (score) to the ISO Rating of the Lakeport Fire Protection District

### RESPONSE/DEPLOYMENT

#### **Staffing Requirements**

To achieve full response and maneuverability capabilities, Rear Mount Aerial apparatus with all-steer capabilities require one apparatus driver/operator engineer.

### **District Accessibility & Maneuverability**

While an independent all-steer rear mount aerial ladder truck provides increased maneuverability compared to a traditional fixed rear axle apparatus, the committee has determined the rear-steer will only be capable of accessing approximately 75% of our district. In addition to its ability to access a reduced percentage of the Lakeport Fire District, it is anticipated that the all-steer rear mount configuration will not be capable of accessing a large percentage of our neighboring county fire districts.

Compared to a Tractor Drawn Aerial, the rear mount all-steer configuration falls **short** in the following categories;

- Decreased overall maneuverability
- Lack of formalized driver training program
- Overall height (Requires station to be raised)
- 8 degree angle of approach (New LFD Engine is 14 degrees)
- 8 degree angle of departure (New LFD Engine is 12 degrees)
- Decreased District accessibility (<75% of LFD District)
- Decreased County accessibility (Unknown, assumed minimal)
- Decreased equipment/storage compartmentation (300 cubic feet)
- Decreased ground ladder storage (115 feet)
- Larger jack-spread footprint (2 Sets, 4 H-Style Jacks)
- Decreased turntable/aerial ladder deployability
- Increase annual maintenance hours/cost (Additional 80 hours/\$13,600 per year)
- Increase repair costs (More parts)

### **STATION/FACILITIES IMPACT**

As previously stated, Lakeport Fire's downtown Station 50 can only accommodate a ladder truck dimensionally less than 40 feet in overall length with a maximum overall height under 11 feet 5 inches.

The overall length of a tandem axle all-steer ladder truck is 40 feet with an overall height being 11 feet 9 inches.

**A rear mount tandem axle all-steer ladder truck will require 1.) raising the height of the station's apparatus bay as well as 2.) increasing the length of the bay so to allow ample clearance in front of and behind the ladder truck.**

Consultation with a licensed commercial contractor resulted in the following findings:

#### **Raising Station 50's existing Ladder Truck and Type One Engine apparatus bay ceiling -**

At a minimum it would cost approximately \$100,000. But would require re-engineering and most likely engineering would not approve without significant modification, footings, and metal beams. Likely, engineering would recommend complete demolition of the rear apparatus bay addition, and an approximate cost to rebuild is estimated at \$400,000 - \$500,000.

#### **Building an approximate 20' addition to the existing Ladder Truck and Type One Engine apparatus bay:**

Approximate cost = \$200,000

#### **Potential Station Improvement Project Total Cost**

Approximately \$600,000 - \$700,000

### **PREVENTATIVE MAINTENANCE/SERVICE & REPAIRS**

Service intervals for motors, transmissions, and brakes are fairly consistent amongst all apparatus. However, being a very unique suspension and drivetrain set-up, the tandem axle all-steer apparatus have a variety of service needs not seen in other fire apparatus we are familiar with.

First is the addition of two steering axles at the rear of the truck. This means triple the amount of steering components that we're used to with our current ladder truck and engines. Also with both rear axles being drive axles this adds an extra set of gears, axle shafts, and hubs that will need to be maintained to ensure proper operation.

Second is the addition of 4 steering tires and wheels on the rear. All tires on these types of apparatus are single tires and not paired together as seen with traditional straight axle dual rear wheel apparatus. Due to the need for a single tire to support the weight that was traditionally shared by two tires the tires are much larger and more expensive than that of a dual. This is slightly offset by the fact that an all-steer truck would only need 6 tires opposed to 10 needed by a tandem axle non all-steer truck.

In speaking with shop technicians experienced in fire apparatus maintenance, it was found that every 3 years all-steer apparatus require the removal, inspection, and reconditioning of the rear axles and hubs to ensure there is no damage and maintain proper operation.

It was also noted by the committee that the rear steering axles, while very beneficial, could be rendered useless if they are to come in contact with an obstacle while turning. The steering axles utilize hydraulic power and a spring to steer the rear wheels. Should the wheels be placed under stress the spring in the system is subject to failure and would eliminate the ability of the truck's rear axles to articulate. The safety feature is the steering system will lock into the neutral/straight position and still give the operator the ability to drive the truck. In the event of an incident such as this the truck will require immediate repair.

#### **TIME FACTOR**

Current manufacturing build times are estimated at **30 MONTHS** after order has been placed. Estimated Delivery = **Spring 2025**

#### **Legal Impact**

None.

#### **Fiscal Impact**

Please see attached 107' Rear Mount Tandem Axle with Independent Rear Steer Proposal

Proposal includes a 14% price increase (Approx. \$20,000) imposed by Cummins Motors on October 1, 2022 across all of their model motors.

**Pierce announced a 6.5% price increase to all product lines, effective November 1, 2022.**

Any order submitted after October 28, 2022 will result in a 6.5% or approximately \$110,000.

All apparatus manufacturers have implemented multiple price increases over the last 24 months. It is anticipated that this trend will continue at the same rate and frequency.

Additionally, Lakeport Fire's current apparatus leasing partner First Community Leasing has stated that interest rates are climbing and anticipate rates to continue to increase.

**Total Project Budget - \$2,550,000**

107' Rear Mount Tandem All Steer - **\$1,700,000**

Training - **\$0**

Facilities/Station Modification - **\$700,000**

Loose Equipment/Tools (Purchased in 2025) - **\$150,000**

**Labor Impact**

None.

**Social Impacts**

***Internal***

Anticipated to result in minimal internal social impacts.

***External***

Anticipated to result in somewhat increased external social impacts.

**FINAL RECOMMENDATION**

The task of finding the best option for a new ladder truck that will likely be operated by Lakeport Fire for the next 20 years is not one that has been taken lightly by the members of the committee. An untold number of hours has been spent researching every aerial apparatus option, traveling to other fire departments, speaking with firefighters who operate various types of trucks, and weighing out the benefits and drawbacks of each to determine what will be best for Lakeport Fire. The members of the aerial apparatus committee have reached the decision that the best option is a Pierce Enforcer 107' Tractor Drawn Aerial. While the upfront cost is significant we feel the long term benefits to purchasing this piece of apparatus would far exceed the initial financial impact. Our ultimate goal is to acquire an aerial device that will meet the department's needs long into the future and offer superior service to the members of our community.

The apparatus committee has concluded the following recommended actions for the Lakeport Fire Protection District Board of Directors:

**Option 1(Recommended):**

Approve and authorize purchase of a new replacement 107' Tractor Drawn Aerial Ladder Truck:

- Configured as a Pierce Manufacturing 107' Tractor Drawn Aerial with Pierce Hercules CAFS System
- At a purchase price of approximately \$2,050,0000
- With financing through Community Leasing Partners
- Purchased through the Sourcewell Cooperative Purchasing Consortium
- With order submitted no later than Friday October 28, 2022 (November 1, 2022 6.5% Price Increase)

**Option 2(Not Recommended):**

Approve and authorize purchase of a new replacement 107' Rear Mount All Steer Aerial Ladder Truck:

- As specified and recommended by the Lakeport Fire District Aerial Ladder Apparatus Committee Decision Brief
- Configured as a Pierce Manufacturing 107' Rear Mount All Steer Aerial Ladder Truck
- At a purchase price of approximately 1,700,000
- With financing through Community Leasing Partners
- Purchased through the Sourcewell Cooperative Purchasing Consortium
- With order submitted no later than Friday October 28, 2022 (November 1, 2022 6.5" Price Increase)

**Option 3 (Not Recommended):**

Not purchase a new aerial ladder truck. Continue to utilize the current 75' Seagrave Quint Aerial Ladder Truck and perform the necessary repairs and maintenance in an attempt to prolong its service life.



	1	2	3	4	5	6	7	8
Access (Truck/ground)	reach/maximum spotting/placement		restrictions		restrictions		restrictions	reach/maximum access, and position abilities
Ground Ladder Storage	115 Feet	Minimum 115 ft.		Minimum 115 ft.		Minimum 115 ft.		250 ft. +
Equipment Storage	Very Limited and Minimal, 160 cu ft.	144-306 cubic ft.		144-306 cubic ft.		144-306 cubic ft.		500-600 cubic ft.
Equipment Access	Somewhat Accessible		Somewhat Accessible		Somewhat Accessible		Somewhat Accessible	Most accessible
Minimum Staffing for Commercial Structure Response	1 Apparatus Operator		1 Apparatus Operator		1 Apparatus Operator		1 Apparatus Operator	1 Apparatus Operator (Rear Pined)
Minimum Staffing for response to District MAJORITY	1 Apparatus Operator		1 Apparatus Operator		1 Apparatus Operator		1 Apparatus Operator	1 Tractor Operator 1 Tiller Operator
Pre-Plumbed Aerial Waterway	YES		OPTIONAL		OPTIONAL		OPTIONAL	OPTIONAL
Initial Training	Little to none		Moderate		Minimal		Moderate	Significant
Annual Training	None		Minimal		Minimal		Minimal	Moderate
TOTAL SCORE			55/49.5/51/53.5/54 Average = 52.6		54/55.5/54/54/57 Average = 55.2		57/55.5/58/57/56 Average = 56.7	70/68/70/69/67 Average = 68.8

**SCORING CRITERIA**

- 1 = DOES NOT meet the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members.
- 2 = SOMEWHAT meets the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members.
- 3 = IS EQUIVALENT to our current aerial ladder truck and has no observed benefit OR drawback.
- 4 = SOMEWHAT exceeds the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members.
- 5 = FAR exceeds the current Aerial Ladder Truck specification, design, operational capabilities, and service delivery requirements set forth by our apparatus committee and truck team members.





## LAKEPORT FIRE PROTECTION DISTRICT

### Golden State Fire Apparatus/ Pierce Manufacturing Quote Information

October 4, 2022

#### The following quote is for:

- Two Options:
  - Option A - Pierce Enforcer 100' Rear Mount Aerial Truck w Pierce Hercules CAFS system
  - Option B – Pierce Enforcer 107' Tractor Drawn Aerial Truck w/ Pierce Hercules CAFS system

#### The following quote includes the following:

- Third party surety performance bond.
- One factory pre-construction conference for three (3) customer representatives.
- One factory final inspection trip for three (3) customer representatives.
- Delivery of vehicle from the factory to dealership. Pre-delivery inspection at the dealership.
- Final delivery to customer location.
- DMV registration.
- State sales tax.
- California tire fee.
- Current day, vehicle completion is approximately 900 to 930 days from time of order.

**OPTION "A" – REAR MOUNT  
100% PRE-PAYMENT OPTION**

**PAYMENT DUE WITHIN FIFTEEN (15) DAYS AFTER RECEIPT OF ORDER**

#	Description	Unit Price
<b>A</b>	Enforcer 100' Rear Mount Aerial Truck	\$1,656,707.59
<b>B</b>	Discount For Sourcewell Consortium Purchase	(\$23,327.26)
<b>C</b>	Discount For 100% Pre-Payment	(\$78,229.25)
	8.75% State Sales Tax	\$136,075.72
	California Tire Fee	\$17.50
	<b>GRAND TOTAL</b>	<b>\$1,691,244.30</b>

**OPTION "B" – TDA  
100% PRE-PAYMENT OPTION**

**PAYMENT DUE WITHIN FIFTEEN (15) DAYS AFTER RECEIPT OF ORDER**

#	Description	Unit Price
<b>A</b>	Enforcer 107' Tractor Drawn Aerial Truck	\$2,007,093.74
<b>B</b>	Discount For Sourcewell Consortium Purchase	(\$28,252.50)
<b>C</b>	Discount For 100% Pre-Payment	(\$95,340.94)
	8.75% State Sales Tax	\$164,806.28
	California Tire Fee	\$17.50
	<b>GRAND TOTAL</b>	<b>\$2,048,324.08</b>

**NOTE: Quote is valid for 15 days from date of issuance and is subject to change based on final specification option content**



Phone: 888.777.7850  
Fax: 888.777.7875  
Cell: 785.313.3154  
215 S. Seth Child Road  
Manhattan, KS 66502  
[www.clpusa.net](http://www.clpusa.net)

October 4, 2022

**Customer Name: Lakeport FPD, CA**

Equipment: One Pierce Enforcer 107' TDA  
Sales Representative: Jon Bauer @ Golden State Fire Apparatus  
Delivery: Estimated 900-930 days

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

**Option 1**

Total Cost:	\$ 2,143,665.02	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	July 15, 2024
Prepay Discount:	\$ 95,340.94		
<b>Amount Financed:</b>	<b>\$ 2,048,324.08</b>		
Term in Years:	<u>10</u>		
Payment:	\$268,200.83		
Factor:	0.130937		
Interest Rate:	4.54%		

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed and funded within 30 days of the date of the proposal, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

**Thank you** for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus  
Vice President & Director of Leasing  
[blakekaus@clpusa.net](mailto:blakekaus@clpusa.net)





Phone: 888.777.7850  
Fax: 888.777.7875  
Cell: 785.313.3154  
215 S. Seth Child Road  
Manhattan, KS 66502  
[www.clpusa.net](http://www.clpusa.net)

October 4, 2022

**Customer Name: Lakeport FPD, CA**

Equipment: One Pierce Enforcer 100' RM Aerial  
Sales Representative: Jon Bauer @ Golden State Fire Apparatus  
Delivery: Estimated 900-930 days

**Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.**

**Option 1**

Total Cost:	\$ 1,769,473.55	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	July 15, 2024
Prepay Discount:	\$ 78,229.25		
<b>Amount Financed:</b>	<b>\$ 1,691,244.30</b>		
Term in Years:	<u>10</u>		
Payment:	\$221,445.97		
Factor:	0.130937		
Interest Rate:	4.54%		

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed and funded within 30 days of the date of the proposal, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
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**Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.**

Respectively,

Blake J. Kaus  
Vice President & Director of Leasing  
[blakekaus@clpusa.net](mailto:blakekaus@clpusa.net)



2022

Tractor Drawn Aerial Training  
**LAKEPORT FIRE DISTRICT**  
CALIFORNIA



RESPONSE TRAINING GROUP

## TRACTOR DRAWN AERIAL TRAINING

Tractor-drawn aerials are some of the most exciting, unique apparatus to watch and drive. However, a smooth, safe, effective Driver/Tiller Operator requires an immense amount of training and coordination. The days of "on the job training" should be a way of the past. **Allowing personal preference or social customs to dictate how the TDA is driven creates an inconsistent culture, resulting in unsuitable and unsafe institutional driving norms.** A formal training program, universal terminology, comprehensive techniques, and driving rodeos need to be part of the learning process.

A skilled tiller operator and driver are essential to an effective fire response. Bringing firefighters to a high level of skill is no easy task and can be a significant challenge. This training identifies the principles, concepts and dynamics of driving and tillering a tractor-drawn aerial. The skills developed during this course will prepare the student to overcome the common pitfalls that tractor-drawn aerial operators encounter. They will be introduced to methods that are essential for a tractor-drawn aerial Driver/Tiller Operator to achieve and maintain proficiency.

The training Objectives are designed to confirm the student's ability to learn and apply Response Training Group's Training techniques. These skills accelerate successful driving habits and, when properly applied, reduce the risk of accident and injury while driving a Tractor Drawn Aerial.

### CLASSROOM SESSION:

*\*All Firefighters that drive or tiller and their officers should participate in the classroom session.*

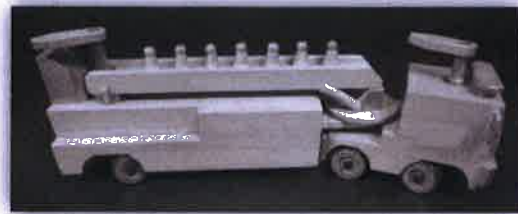
**FUNDAMENTALS-SKILLS:** Techniques and principles on how to correctly maneuver a tractor-drawn aerial both forward and backwards are taught. Students are educated on the relationship between the tractor and the trailer and how it is imperative that they work together to be successful. Students will learn and identify the specific responsibilities that are inherent for both driver and tiller operator. Students will leave the classroom session understanding how imperative it is that there is effective teamwork and communication between the driver and tiller operator.

**ELEMENTS:** It is incumbent upon the student to practice these fundamental skills in order to achieve and maintain proficiency. While several of the concepts introduced in the curriculum appear simple, they can be quite challenging to master. Although attentiveness and professionalism are keys to success, a positive attitude and a relaxed approach are equally important during this training.

**CASE STUDIES:** Dramatic and powerful examples of past and current accidents are used to illustrate and reinforce the importance of using the skill sets that are taught in this class to prevent future accidents from occurring. The students are given the opportunity to dissect, explore, and break down the origin and cause of these catastrophic incidents. Major and minor accidents that are discussed:

- Raleigh North, Carolina (rollover accident)
- Hyattsville, Maryland (rollover accident)
- Columbus, Ohio (rollover accident)
- Kansas, City Missouri
- Boise, Idaho
- Seattle, Washington

**TABLETOP MODEL:** The classroom incorporates an interactive tabletop model that allows the students to visualize the concepts while still in a simulated environment. This atmosphere provides hypothetical scenarios to facilitate group discussion and problem solving. The model is a tangible tool for the student to manipulate and practice the skills; this in turn reinforces what is taught in the curriculum. The facilitator guides the group, maintains focus on the core objectives, and has the opportunity to evaluate the students understanding and knowledge of the concept. The table top exercises encourage students to participate in an interactive format.



**TERMINOLOGY:** Students will be introduced to terminology and languages that allow all members training to drive a tractor-drawn aerial to communicate using consistent vocabulary. New terminology will be presented as the course gets into advanced skills. Terminology and terms that will be discussed:

- Tilling
- Crabbing
- Tracking
- Trailering
- Over swing
- Over steering
- Chasing
- Pushing
- Correcting back to natural
- Getting Flat
- Walking the Tractor
- Walking the Trailer

**VIDEO:** This class incorporates dynamic video examples, including the "Raleigh/Seattle Accident Prevention Video" (developed and produced by our instructors). We use very unique and powerful video angles to demonstrate from both the Driver and Tiller Operator's perspective. These videos illustrate and reinforce the importance of using the skill sets that are learned in this class to prevent future accidents from occurring. The multi-media approach will demonstrate the excellent and inferior tractor-drawn aerial essentials.

**ADVANCED TECHNIQUES:** Students will be presented with new and advanced concepts that will enhance their skill level and give them the opportunity to challenge their own degree of comfort in these areas.

**NFPA 1002:** This training addresses NFPA 1002 standards.

### **LEARNING OBJECTIVES:**

- ✓ Tractor-drawn aerial equipment and history
- ✓ Consequences of not using your equipment correctly
- ✓ Communication between driver and tiller operator
- ✓ Responsibilities of Driver/Tiller Operator
- ✓ Maneuvering the tractor-drawn aerial
- ✓ Trail-over and pivot points on tractor-drawn aerials
- ✓ Advance backing techniques
- ✓ Accident case studies

## RODEO SESSION:

The rodeos provide a safe and controlled environment for students to receive massive repetitions to build skills and confidence before entering the real world. The magnitude and importance of building instinctive reflexes when driving these rodeos frees up the student's prefrontal cortex for non-driving/tillering cognitive decision making, which is critical. Training includes five manipulative rodeo-driving courses that consist of:



## INSTRUCTOR EXPERIENCE:



We have been conducting Tractor-Drawn Aerial Driver's Training for many years and have hundreds of hours of instructional experience to assist you in obtaining the finest training available. Each of our instructors is passionate about teaching and about training Driver/Tiller Operators to become the safest and most competent in the industry. Our instructors are not just facilitating a "cookie cutter" course curriculum. They take pride in having full ownership of their classes to ensure they can implement flexible, effective solutions that help students reach their full potential. Our instructors have provided a variety of Tractor-Drawn Aerial Driver Trainings to a wide range of fire departments including:

- Raleigh, North Carolina
- Wilmington, North Carolina
- Winston-Salem, North Carolina
- Asheville, North Carolina
- Cary, North Carolina
- Greenville, North Carolina
- Holly Springs, North Carolina
- Charleston, South Carolina
- Summerville, South Carolina
- Boiling Springs, South Carolina
- Fairfax County, Virginia
- Richmond, Virginia
- Virginia Beach, Virginia
- Chesapeake, Virginia
- Staunton, Virginia
- Suffolk, Virginia
- Harrisburg, Pennsylvania
- Longwood, Pennsylvania
- Wilkes-Barre, Pennsylvania
- Palmer, Pennsylvania
- Cobb County, Georgia
- Pooler, Georgia
- Alpharetta, Georgia
- Levittown, New York
- Westerville, Ohio
- Mifflin Gahanna, Ohio
- Irving, Texas
- Woodlands, Texas
- Georgetown, Texas
- Leander, Texas
- Flower Mound, Texas
- Canyon Lake, Texas
- Bexar County #2, Texas
- Lancaster, Texas
- San Marcos, Texas
- Jacksonville, Florida
- Brevard County, Florida
- Sarasota County, Florida
- Winter Park, Florida
- Newark, Delaware
- Tuscaloosa, Alabama
- Knoxville, Tennessee
- West Des Moines, Iowa
- Madison, Wisconsin
- Williston, North Dakota
- Fayetteville, Arkansas
- San Diego, California
- Vallejo, California
- Chico, California
- Moraga-Orinda, California
- Tracy, California
- Livermore, California
- Modesto, California
- Merced, California
- Santa Maria, California
- Santa Clara County, California
- Richmond, California
- Lawrence, Kansas
- Shawnee, Kansas
- Quebec, Canada
- Anchorage, Alaska
- Tualatin Valley Fire, Oregon
- Clackamas, Oregon
- Eastside Fire & Rescue, Washington
- Olympia, Washington
- Yakima, Washington
- Kent, Washington
- Central Pierce, Washington
- Snohomish Co District #7, WA
- Spokane Valley, WA
- East Pierce Fire, Washington
- Woodinville, Washington
- VRFA, Washington
- Seattle, Washington

Our instructors also developed and produced the "Raleigh/Seattle Accident Prevention" video.

View Video here: <https://www.youtube.com/watch?v=OgM2e7VTEGY>



### **RESPONSE TRAINING GROUP WILL PROVIDE THE FOLLOWING FOR LAKEPORT FIRE DISTRICT:**

- Two Response Training Group instructors
- 40-hour tractor drawn aerial driver training
- Tractor drawn aerial classroom curriculum
- Instructor rodeo teaching notes
- Instructor street drive teaching notes
- Driving performance requirement check-off
- 5 driving rodeo courses including a 25 page how to set-up template
- Tabletop trainer template
- Recommended hours of training document
- Each student will receive a 40-hour certificate of completion



### **LAKEPORT FIRE DISTRICT WILL PROVIDE:**

- Area large enough to accommodate the rodeo courses (see rodeo course document for dimensions)
- Classroom with AV equipment
- Tractor-Drawn Aerial
- Marking paint
- Cones and delineators



# TRAINING DAYS

## DAY 1

### CLASSROOM SESSION, PLUS RODEO SET-UP

- All members within the Lakeport Fire District are invited to participate in the classroom session
- Classroom session is 6 hours in length

### SET-UP OF RODEOS

- Who: Response Training Group members and Lakeport Fire District personnel
- Where: On the drill court or other locations where driving takes place
- Tractor-drawn aerial is required for the rodeo set-up

Rodeo schematics and measurements will be provided to Lakeport Fire District prior to Response Training Group's arrival. Every attempt should be made for the department to begin the set-up process of the rodeos. This will maximize the amount of time for instruction. Response Training Group instructors will verify the correctness and drivability of all courses with Lakeport Fire District's tractor-drawn aerial.

## DAY 2

### TRAIN-THE-TRAINER MODULE ON THE DRILL COURT

- Six selected members (4 students & 2 observers) with the Lakeport Fire District learn to drive our rodeos with their Tractor Drawn Aerial and go through a Train-the-Trainer.
- The rodeo courses are designed to reinforce the curriculum taught during Day One.
- Driving the rodeos requires the members to repetitively steer and maneuver the Tractor Drawn Aerial, safely in a controlled artificial environment, building critical muscle memory.
- Rodeos permit the members to gain experience and build confidence.

## DAY 3

### TRAIN-THE-TRAINER MODULE ON THE ROAD

- Six selected members (4 students & 2 observers) with the Lakeport Fire District learn how to drive on the road under the guidance of Response Training Group instructors.
- Members will learn how to effectively use what was taught in the classroom and on the drill court and will apply these principles to the road. This will allow them to practice new skill sets, gain invaluable experience and improve their technique.
- While on the road, members are learning and building proper techniques to train new students.

## DAY 4

### TRAIN-THE-TRAINER TEACH-BACK SESSION

- Learn how to instruct students on the rodeos. The teach-back session is critical when building a strong & effective instructors' cadre. Verifying that your instructors have a solid foundation is essential for the future of your TDA program.
- Members will participate in a teach-back session where the Response Training Group instructors will become the students and the Train-the-Trainer members will teach to the Response Training Group instructors. This is a vital component to the training. The teach-back verifies that the Train-the-Trainer members are able to identify the problems that occur with new students (Response Training Group instructors) and properly correct the problem with the appropriate instruction. The teach-back session allows the Response Training Group instructors to quickly evaluate the Train-the-Trainer members on their effective teaching style, instruction, and understanding of the curriculum.
- Response Training Group instructors will demonstrate how to identify and safely correct common problems that occur while Training new members.
- Members will be coached on their teaching style and interaction with students.

*Training estimate: Two instructors including all lodging, travel expenses and training.*

***TOTAL COST: \$25,163.00***



RESPONSE TRAINING GROUP

*For questions, please contact:*

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# *RALEIGH VIDEO STORY*

## *Fire Apparatus Rollover Accident Leads to Cooperative Safety Video Between Raleigh (NC) and Seattle (WA) Fire Department.*

On July 10<sup>h</sup> 2009, the Raleigh (NC) Fire Department's tractor drawn aerial (TDA) was involved in an accident while responding. The apparatus overturned while negotiating a corner during the response. Three of the members received non-life threatening injuries; the apparatus was a total loss. The accident itself was a significant incident; but what made it even more dramatic was the fact it was captured on video from two different camera angles.

During this same time frame, we in the Seattle (WA) Fire Department were in the process of modifying our TDA training program. Seeing the importance of these powerful videos as an invaluable training resource, we made the decision to incorporate them into our training program. We contacted the Raleigh Fire Department to learn more about the accident and to verify facts. A dialog was started between our departments, and during the next year we had many conversations about concepts, techniques, and the driving dynamics of a TDA. Their willingness to talk openly about the accident set the foundation for the cooperative effort that was to develop between our departments. The accident prompted their department to explore outside training curriculums and what they had to offer. A partnership was soon formed and we were invited to the city of Raleigh to share our updated training program. Seeing a unique opportunity to create a safety video, we requested to interview the four members who were involved in the accident in hopes of preventing this type of accident from occurring in the future.

While sharing our classroom presentation and rodeo course with Raleigh, it became obvious that both departments were going to learn from the experience. The tractor drawn aerial is an extremely unique piece of equipment that requires formal instruction; on-the-job training should be the way of the past. Universal terminology, techniques, and driving rodeos need to be part of the learning process.

Prior to the interviews, all four members of Ladder 4 were given the topics we hoped they would discuss. During the interviews the members were asked to talk about the day of the accident and tell their story. We were impressed with their honesty, openness, and professionalism during the interviews. Although this dramatic accident involves a tractor drawn aerial, it was our goal in producing this video that the content would have a positive, lasting effect on all who drive emergency vehicles of any type. As professional fire service drivers, it is important to look at the dynamics of this accident and apply the learning principles to our own driving habits and behavior.

Even though we are thousands of miles apart we are encouraged by the partnership our departments have formed, not only have we learned about driving TDAs, but that we shared many of the same concerns and constraints. We look forward to a continued relationship and hope the future leads to new cooperative efforts and friendships. We are indebted to the Raleigh Fire Department and the members of Ladder 4 for their open and transparent participation in this collaborative effort. Their ability to share this extraordinary story clearly demonstrates their department's leadership, dedication, and commitment to safety for the brothers and sisters of the fire service. Without them, this impactful and sincere training video would not have been possible

Watch view video here: <https://www.youtube.com/watch?v=OgM2e7VTEGY>



# **LAKEPORT FIRE PROTECTION DISTRICT**



## **BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL**

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## **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 1956. 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.

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 appointed by the Board of Supervisors.

The Lakeport Fire Protection District is an independent special district serving the greater Lakeport Area. Originally created in or about 1956, 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 shall be appointed by the county board of supervisors and the city council 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.

### **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 appointment of the Directors shall be conducted as provided by California Law. Appointed Directors shall have a live scan background.

### **3.2 Board Orientation**

- ***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 appointment 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**

At its regular meeting in April every year, the Directors will set a per-meeting fee not-to-exceed \$100.00 and not to be paid in excess of four (4) meetings per month. Action taken by the Directors at that April meeting will become effective the following July 1.

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. 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.

## **ARTICLE 4: OFFICERS AND COMMITTEES OF THE FIRE DISTRICT BOARD**

### **4.1 Board Officers**

The Board shall hold annual elections at its June meeting for Chairperson and Vice-Chairperson. The terms for Chairperson and Vice Chairperson shall commence on first day of July and end on the thirtieth day of June. 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 July 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 chain of command:
  1. Fire Chief
  2. Fire Captain
  3. Duty Officer

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.

## **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 June 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 to a member of the Lakeport Fire District, the Fire Chief shall notify each board member and 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.

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.

### **7.5 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.

### **7.6 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

## **7.7 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.

## **7.8 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.

## **7.9 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.

## **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.

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.

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.

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**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**

<b>SCORE</b>	<b>EVALUATION</b>
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 <b>and</b> 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

**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**

<b>Annual/Semi Annual Board Agenda Items</b>			
<b>Month</b>	<b>Item</b>	<b>Type</b>	<b>Time Period</b>
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](http://www.eeoc.gov) and [www.dfeh.ca.gov](http://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.