



LAKEPORT FIRE PROTECTION DISTRICT

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



Any person may speak for up to 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. This meeting may be audio and/or video recorded.

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; or on the District's website: www.lakeportfire.com

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

BOARD OF DIRECTORS **SPECIAL MEETING AGENDA** **August 6, 2024, 5:30 P.M.** **Lakeport Fire Protection District** **445 N. Main Street, Lakeport, CA 95453**

A. Call to Order

- A1. Pledge of Allegiance
- A2. Roll Call
- A3. Announcement – Today's Special Meeting replaces the Regular Meeting that was scheduled for August 13
- A4. Motion to Approve August 6, 2024 Special Meeting Agenda ([GC §54954.2](#))

B. Consent Calendar

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

The normal consent calendar items will be brought forth at the September board meeting.

C. Public Hearing regarding Proposed Adopted Budget for 2024-25 Fiscal Year and Possible Increase to Measure "M" parcel tax

- C1. Open Public Hearing
- C2. Solicit Public Comment
- C3. Close Public Hearing

D. Public Comment (GC §54954.3)

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

E. Reports – Information/Discussion

E1. Fire Chief's Report

- a) Chief's Activity Report
- b) Incident Log for July 2024
- c) Fleet Mileage/Hours/Service Report for July 2024

(The July Monthly Budget Report will be presented at September's board meeting)

E2. Captains' Report

E3. Professional Firefighters Association – Teamsters Local #856 Report

E4. Volunteer Firefighters Association Report

E5. City Council Representative's Report

E6. Board of Supervisors Representative's Report

E7. Directors Activity Reports

F. Action Items

F1. Review, discussion and possible vote on adopting the Proposed Budget for 2024-25

F2. Review, discussion and possible vote changing the Measure "M" parcel tax fee for 2024-25

F3. Review, discussion and possible vote on increasing ambulance fees 5% for the 2024-25 fiscal year

F4. Review, discussion and possible vote authorizing the submission of a revised Signature Authorization form to the County Auditor for Fiscal Year 2024-25

F5. Review, discussion and possible vote on approving the proposed Canine Peer Support Policy

F6. Review, discussion and possible vote on authorizing the Fire Chief to purchase a command unit vehicle for up to \$80,000

F7. Review, discussion and possible vote authorizing payment of the final invoices for the Water Tender transmission replacement and maintenance.

G. Request for Future Agenda Items

H. Closed Session (GC §54957.7)

H1. Conference with Real Property Negotiators (GC §54956.8)

Property: 220 4th Street and 455 N Forbes St in Lakeport (contiguous lots)

Agency Negotiators: Patrick Reitz

Negotiating Parties Jaime Mendoza

Under Negotiations: Price and Terms of Payment

H2.

I. Open Session

I1. Report on Closed Session: (GC §54957.1)

J. Adjournment

Agenda Posted Per GC §54954.2
on August 2, 2024, at 5:00 p.m.

Ray Lavelle

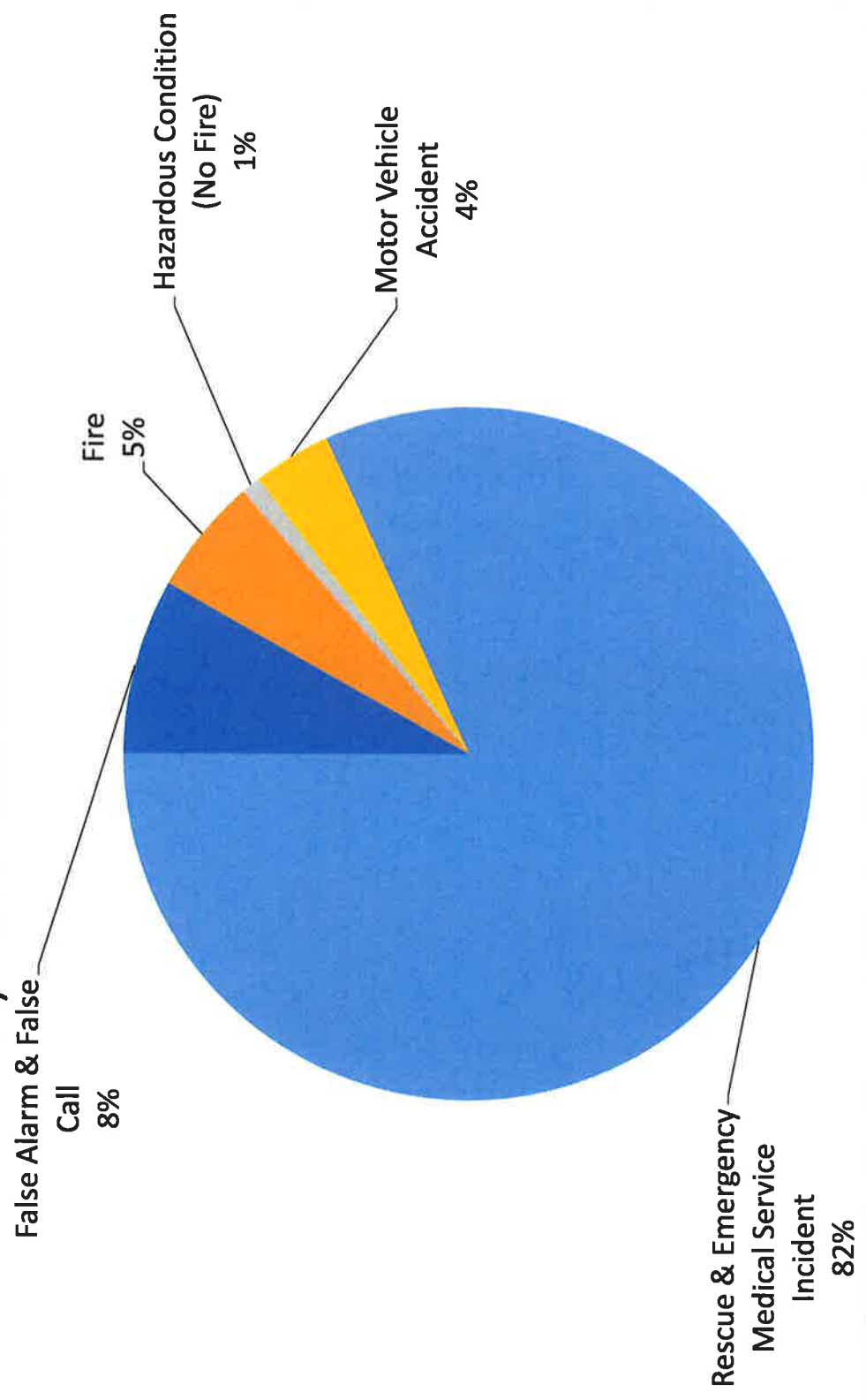
Ray Lavelle, Board Clerk

INCIDENT COUNT - JULY 2024	
Incident Type	Count
Building fire	2
Cooking fire, confined to container	1
Trash or rubbish fire, contained	1
Passenger vehicle fire	1
Forest, woods or wildland fire	2
Grass fire	5
Rescue, EMS incident, other	1
Medical assist, assist EMS crew	2
EMS call, excluding vehicle accident with injury	175
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries.	5
Swimming/recreational water areas rescue	2
Carbon monoxide incident	1
Power line down	1
Public service assistance, other	3
Assist police or other governmental agency	1
Public service	8
Assist invalid	7
Dispatched & cancelled en route	46
No incident found on arrival at dispatch address	5
Smoke scare, odor of smoke	4
Steam, vapor, fog or dust thought to be smoke	1
False alarm or false call, other	3
Municipal alarm system, malicious false alarm	1
Alarm system sounded due to malfunction	1
Detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	2

AID GIVEN - JULY 2024	
Incident Type	Count
Building fire	1
Forest, woods or wildland fire	2
Grass fire	2
EMS call, excluding vehicle accident with injury	9
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries	1
Dispatched & cancelled en route	40
Total:	57

AID RECEIVED - JULY 2024	
Incident Type	Count
Building fire	1
Passenger vehicle fire	1
Grass fire	1
EMS call, excluding vehicle accident with injury	13
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries	1
Municipal alarm system, malicious false alarm	
Alarm system activation, no fire - unintentional	1
Total:	19

July 2024- Call Breakdown



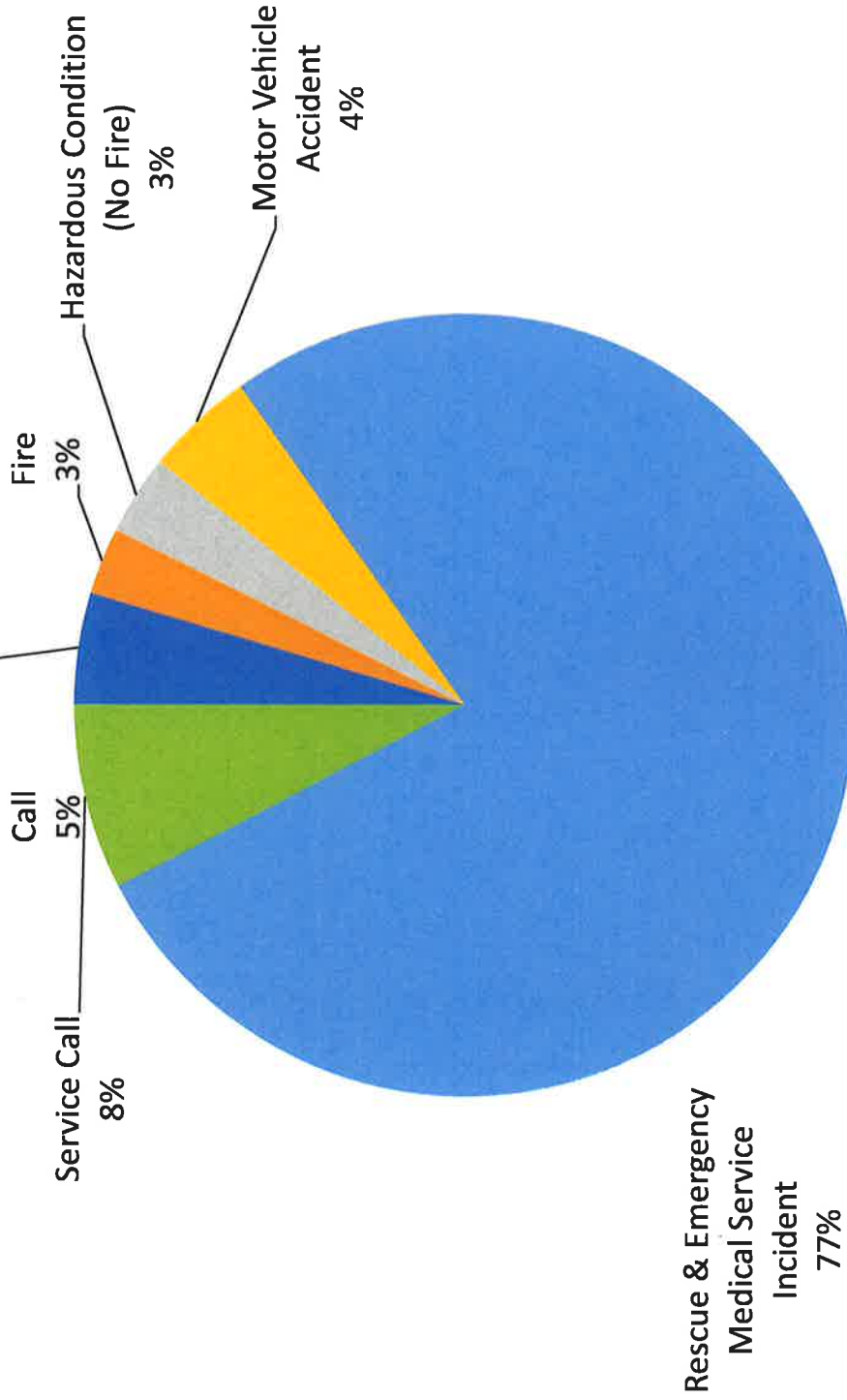
TOTAL INCIDENTS YTD 2024		
Incident Type	Count	2023
Building fire	6	11
Cooking fire, confined to container	2	1
Chimney or flue fire, confined to chimney or flue	3	2
Trash or rubbish fire, contained	4	6
Passenger vehicle fire	4	5
Forest, woods or wildland fire	4	0
Brush or brush-and-grass mixture fire	3	10
Grass fire	10	0
Outside rubbish fire, other	3	1
Outside rubbish, trash, or waste fire	0	3
Excessive heat, scorch burns with no ignition	0	1
Rescue, EMS incident, other	1	1
Medical assist, assist EMS crew	8	0
Emergency medical service, other	7	3
EMS call, excluding vehicle accident with injury	1068	1027
Motor vehicle accident with injuries	46	58
Motor vehicle/pedestrian accident (MV Ped)	1	13
Motor vehicle accident with no injuries.	16	1
Trench/below-grade rescue	1	0
Swimming/recreational water areas rescue	2	0
Hazardous condition, other	8	6
Gasoline or other flammable liquid spill	0	1
Gas leak (natural gas or LPG)	7	6
Carbon monoxide incident	1	2
Electrical wiring/equipment problem, other	7	1
Overheated motor	0	1
Heat from short circuit (wiring), defective/worn	2	0
Power line down	20	44
Arcing, shorted electrical equipment	1	1
Service Call, other	1	1
Person in distress, other	4	3
Lock-out	3	3
Water problem, other	1	1
Public service assistance, other	12	10
Assist police or other governmental agency	4	1
Police matter	2	135
Public service	52	0
Assist invalid	29	5
Unauthorized burning	1	0
Good intent call, other	1	0
Dispatched & cancelled en route	245	251
Wrong location	1	0
No incident found on arrival at dispatch address	13	6
Authorized controlled burning	3	0
Smoke scare, odor of smoke	12	10
Steam, vapor, fog or dust thought to be smoke	1	1
False alarm or false call, other	12	5
Municipal alarm system, malicious false alarm	7	1
Local alarm system, malicious false alarm	1	0
Smoke detector activation due to malfunction	1	0
Alarm system sounded due to malfunction	3	0
CO detector activation due to malfunction	2	1
Severe weather or natural distaster, other	0	0
Unintentional transmission of alarm, other	1	2
Detector activation, no fire - unintentional	1	2
Alarm system activation, no fire - unintentional	7	13
Severe weather or natural disaster, other	0	2
Special type of incident, other	0	1
Total:	1647	1641

YTD AID GIVEN - 2024		
Incident Type	Count	2023
Building fire	4	4
Forest, woods or wildland fire	2	
Grass fire	4	2
Outside rubbish fire, other	1	0
EMS call, excluding vehicle accident with injury	64	38
Motor vehicle accident with injuries	11	9
Motor vehicle accident with no injuries	1	
Power line down	1	0
Public service	2	4
Assist invalid	3	3
Unauthorized burning	1	87
Dispatched & cancelled en route	154	108
Wrong location	1	0
No incident found on arrival at dispatch address	2	1
Special type of incident, other	0	1
Total:	251	256

YTD AID RECEIVED - 2024		
Incident Type	Count	2023
Building fire	1	2
Chimney or flue fire, confined to chimney or flue	1	1
Trash or rubbish fire, contained	1	1
Passenger vehicle fire	1	2
Forest, woods or wildland fire	2	2
Brush or brush-and-grass mixture fire	2	2
Grass fire	1	1
Medical assist, assist EMS crew	1	1
Emergency medical service, other	1	1
EMS call, excluding vehicle accident with injury	75	93
Motor vehicle accident with injuries	5	6
Motor vehicle accident with no injuries	0	1
Person in distress, other	2	2
Public service assistance, other	1	4
Assist invalid	1	0
Dispatched & cancelled en route	10	10
No incident found on arrival at dispatch address	1	1
Smoke scare, odor of smoke	2	2
False alarm or false call, other	1	1
Municipal alarm system, malicious false alarm	0	1
Alarm system activation, no fire - unintentional	0	1
Total:	109	134

2024 YTD Call Breakdown

False Alarm & False



ET(c)

LAKEPORT FIRE PROTECTION DISTRICT
MONTHLY FLEET REPORT

UNIT #	MILEAGE		ENGINE HOURS		PUMP HOURS		LADDER HOURS		LAST SERVICE MONTH-YEAR	LAST SERVICE Miles/Hours	ELAPSED Miles/Hours
	JULY	MILES	JULY	HOURS	JULY	HOURS	JULY	HOURS			
E5011	31,743	1,274	2,456	110	120	7.00	727	0	Jan-24	1,889	567 hr.
T5011	20,274	-	2,471	-	131.0	0.00			Aug-21	19,100	1174 mi.
E5012	161,039	26	16,277	2	1,091.0	1.00			Jul-23	15,905	372 hr.
E5031	21,189	209	1,467	22	208.0	5.0			Apr-18	17,200	3989 mi.
E5021	31,477	47	3,171	6					Aug-22	3,111	60 hr.
M5011	124,841	-	6,920	-					Jul-22	91,719	33122 mi.
M5012	108,458	2,487	5,898	138					Jul-22	90,520	17938 mi.
E5211	51,335	-	4,591	-	1,328.0	0.00			Oct-22	4,260	331 hr.
WT5011	20,217	-							Jun-22	21,005	-788 mi.
U5011	104,097	85							Sep-22	94,678	9419 mi.
C500	72,435	743							Aug-23	64,417	8018 mi.
U5012	36,287	356							Oct-23	27,039	9248 mi.
Ski5011				77							
Ski5012				78							
UTV5011	1197	0	560	4							
STATION 50 GENERATOR											
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								

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Date: August 2, 2024
 To: Board of Directors
 From: Patrick Reitz, Fire Chief
 Subject: **Proposed Adopted Budget for 2024-25 Fiscal Year**

Recommendation

1. Make a motion to approve the proposed 2024-25 Adopted Budget **as presented** and authorize submission to the Lake County Auditor's office;

or

Make a motion to approve the proposed 2024-25 Adopted Budget **as amended** and authorize submission to the Lake County Auditor's office.

Background

Attached is the proposed Adopted Budget for the 2024-25 fiscal year, with a comparison to last year's actual expenses and revenue.

A balanced operating budget is being presented. Please note that the budgeted operating revenues of \$4,108,000 are more than the budgeted expenses of \$4,065,000, resulting in a budgeted "operating surplus" of \$43,000.

There is not enough budgeted operating surplus to offset the \$1,314,000 in budgeted capital expenses, so this budget requires transferring \$1,271,000 from Reserves to Fixed Assets to pay for these capital purchases.

Expense items with a box around the 24-25 Proposed Budget have a backup sheet included with further detail.

2024-25 Adopted Budget Proposal - Revenue

	24-25 Proposed	23-24 Actual	\$ Increase or (Decrease) to 23-24 Actual	% Increase or (Decrease)
10.10 Prop Taxes - Current Secured	\$1,063,599	\$1,053,024	\$10,575	1%
10.20 Prop Taxes - Current Unsecured	\$29,226	\$26,717	\$2,509	9%
10.25 Prop Taxes - Supp 813 Current	\$5,000	\$13,184	(\$8,184)	-62%
01.12 Prop Taxes - Supp 813 Prior	\$5,000	\$5,592	(\$592)	-11%
01.13 Prop Taxes - Prior Unsecured	\$1,175	\$1,428	(\$253)	-18%
Total Property Tax Revenue	\$1,104,000	\$1,099,945	\$4,055	0%
21.60 Permits & Plan Review Fees	\$30,000	\$28,513	\$1,487	5%
42.01 Interest	\$30,000	\$59,617	(\$29,617)	-50%
42.10 Rents	\$5,500	\$5,546	(\$46)	-1%
54.60 HOPTR	\$8,500	\$8,540	(\$40)	0%
Total Revenue - Other	\$74,000	\$102,216	(\$28,216)	-28%
68.60 Ambulance Revenue	\$1,450,000	\$1,438,489	\$11,511	1%
69.29 Measure "M" Revenue	\$1,430,000	\$1,390,867	\$39,133	3%
Total Revenue from Services	\$2,880,000	\$2,829,356	\$50,644	2%
79.90 Misc Revenue	\$50,000	\$68,989	(\$18,989)	-28%
79.91 Cancelled Checks	\$0	\$8,581	(\$8,581)	-100%
79.93 Insurance Proceeds	\$0	\$147,660	(\$147,660)	-100%
Total Miscellaneous Revenue	\$50,000	\$225,230	(\$175,230)	-78%
Total Operating Revenue	\$4,108,000	\$4,256,747	(\$148,747)	-3%
Transfers In	\$1,271,000	\$311,304	\$959,696	308%
Total Revenue + Transfers	\$5,379,000	\$ 4,568,051	\$810,949	18%

2024-25 Adopted Budget Proposal - Expenses

		24-25 Proposed	23-24 Actual	\$ Increase or (Decrease) to 23-24 Actual	% Increase or (Decrease)
01.11	Salaries - Perm F/T	\$1,177,000	\$1,116,002	\$60,998	5%
01.12	Salaries - L/T & P/T	\$90,000	\$90,816	(\$816)	-1%
01.13	Salaries - O/T & Holiday	\$245,000	\$224,354	\$20,646	9%
Total Salaries & Wages		\$1,512,000	\$1,431,172	\$80,828	6%
02.21	FICA & Medicare	\$24,000	\$22,052	\$1,948	9%
02.22	PERS - District Paid	\$430,000	\$396,888	\$33,112	8%
02.23	PERS - EE Clearing	\$13,000	-\$106	\$13,106	N/A
2.28A	Deferred Comp - EE Clearing	\$4,800	\$2,300	\$2,500	109%
2.28B	Deferred Comp - ER Paid	\$10,200	\$5,950	\$4,250	71%
Total Retirement		\$482,000	\$427,084	\$54,916	13%
03.30	EE Health & Life Insurance	\$486,000	\$420,381	\$65,619	16%
03.31	Unemployment	\$0	\$0	\$0	
03.39	State Disability	\$0	\$0	\$0	
03.45	Retiree Health Insurance	\$56,000	\$53,218	\$2,782	5%
Total Insurance		\$542,000	\$473,599	\$68,401	14%
04.00	Workers Comp Insurance	\$117,000	\$85,234	\$31,766	37%
TOTAL PAYROLL & BENEFITS		\$2,653,000	\$2,417,089	\$235,911	10%
09.00	ADP Payroll Clearing	\$0	\$0	\$0	0%
11.00	Clothing & Personal Supplies	\$56,000	\$17,430	\$38,570	221%
12.00	Comm - Dispatch & Phones	\$142,000	\$132,616	\$9,384	7%
14.00	Household Expenses	\$7,000	\$6,533	\$467	7%
15.10	Insurance - Other	\$35,500	\$32,446	\$3,054	9%
15.12	Insurance - General Liability	\$117,000	\$85,568	\$31,432	37%
17.00	Maintenance - Equip & Vehicles	\$125,000	\$122,825	\$2,175	2%
18.00A	Maintenance - Buildings	\$9,000	\$2,728	\$6,272	230%
18.00B	Maintenance - Bldgs - Insurance	\$0	\$143,046	(\$143,046)	-100%
19.40	EMS Expenses/Supplies	\$58,000	\$52,663	\$5,337	10%
20.00	Memberships	\$20,000	\$17,743	\$2,257	13%
22.70	Supplies (Office)	\$10,000	\$10,040	(\$40)	0%
22.71	Postage	\$500	\$616	(\$116)	-19%
22.72	Books & Periodicals & Subscriptio	\$2,000	\$194	\$1,806	931%
23.80	Prof'l & Special Services	\$326,000	\$136,821	\$189,179	138%

2024-25 Adopted Budget Proposal - Expenses

	24-25 Proposed	23-24 Actual	\$ Increase or (Decrease) to 23-24 Actual	% Increase or (Decrease)
24.00 Publications & Legal Notices	\$500	\$376	\$124	33%
25.00 Rents & Leases - Equipment	\$21,000	\$20,789	\$211	1%
26.00 Rents & Leases - Buildings	\$0	\$0	\$0	N/A
27.00 Small Tools & Instruments	\$1,500	\$1,579	(\$79)	-5%
28.00 Special Dept Supplies & Svcs	\$108,000	\$92,211	\$15,789	17%
28.48A Ambulance Expense	\$42,000	\$37,584	\$4,416	12%
28.48B DHCS-VRR Non-Federal Share	\$150,000	\$72,000	\$78,000	108%
29.50 Transportation & Travel	\$30,000	\$26,809	\$3,191	12%
30.00 Utilities	\$89,000	\$77,116	\$11,884	15%
42.10 Notes & Loans	\$61,000	\$60,713	\$287	0%
48.00 Taxes & Assessments	\$1,000	\$676	\$324	48%
Total Misc Operating Expenses	\$1,412,000	\$1,151,122	\$260,878	23%
Total - All Operating Expenses	\$4,065,000	\$3,568,211	\$496,789	14%
60.00 Fixed Assets - Land	\$0	\$69,188		
61.60 Fixed Assets - Buildings & Impr	\$665,000	\$32,343		
62.71 Fixed Assets - Office Equip	\$0	\$0		
62.72 Fixed Assets - Autos/Trucks	\$324,000	\$333,140		
62.73 Fixed Assets - Shop/Other	\$130,000	\$0	Drill Tower Request - \$85K?	
62.74 Fixed Assets - Medical	\$195,000	\$40,311		
62.76 Fixed Assets - Fire Hoses	\$0	\$34,627		
Total Fixed Assets	\$1,314,000	\$509,609	\$804,391	158%
Total Expenses w/Fixed Assets	\$5,379,000	\$4,077,820	\$1,301,180	32%

01.11 Salaries - Perm FT

Name	Monthly Salary as of 7/1/24	Merit Incr Estimate	Total Annual Budget
Cpt/Medic - A Shift	\$6,898	\$645	\$83,421
FF/Medic - A Shift	\$4,876	\$0	\$58,512
FF/EMT - A Shift	\$6,655	\$0	\$79,860
FF/EMT - A Shift	\$4,978	\$125	\$59,861
Cpt/Medic - B Shift	\$8,345	\$0	\$100,140
FF/Medic - B Shift	\$7,627	\$0	\$91,524
FF/EMT/Mech - B Shift	\$8,534	\$0	\$102,408
FF/EMT - B Shift	\$4,869	\$0	\$58,428
Act Cpt/Medic - C Shift	\$7,771	\$350	\$93,602
FF/Medic - C Shift	\$6,593	\$2,156	\$81,272
FF/EMT - C Shift	\$5,805	\$1,743	\$71,403
FF/EMT - C Shift	\$5,749	\$720	\$69,708
SR Medic - Float	\$4,943	\$500	\$59,816
Total FT Firefighting & Medic Staff			\$1,009,955

Fire Chief	\$10,519	\$3,682	\$129,910
Office Mgr/Bookkeeper	\$5,788	\$1,302	\$70,758
Office Assistant	\$4,550	\$0	\$54,600
Total Admin Staffing			\$255,268

Notes & Adjustments

23/24 Retro Pay paid in 24/25	\$0	\$615	\$615
23/24 Retro Pay paid in 24/25	\$0	\$125	\$125
23/24 Retro Pay paid in 24/25	\$0	\$350	\$350
A Shift Medic - Adjust 3 mth Vacancy	(\$14,628)		(\$14,628)
B Shift EMT - Adjust 3 mth Vacancy	(\$14,607)		(\$14,607)
Transfer 60,000 to LT/PT to cover vacancies			(\$60,000)
A Shift EMT - add employee to LT budget for 3 months			
B Shift EMT - add employee to LT budget for 3 months			
Adjust to make round number			(\$78)
Total Adjustments			(\$88,223)

TOTAL FT Salaried Positions

\$1,177,000

01.12 Salaries - LT & Part-Time

Name	Monthly Salary as of 7/1/24	# Months on LT	Total Annual Budget
LT Contract for Vacant A Shift FF/Medic	\$4,708	3	\$14,124
LT Contract for Vacant B Shift FF/EMT	\$4,869	3	\$14,607
Transfer \$60K from FT to cover vacancies	\$5,000	12	\$60,000
PT Contract for Football Ambul Standby (in hours)	\$30	49	\$1,470
Total LT & PT Payroll		3	\$90,201

Notes & Adjustments

Adjust to make round number (201)

Total LT & PT Salaries \$90,000

01.13 - Salaries O/T: Holiday

Holiday Pay Calculation

Total FF & Medic Payroll Budget \$1,009,955

Divide by total annual hours 2912

Hourly holiday rate \$346.83

multiply by 104 Holiday hours 104

\$36,069.81

Holiday Pay (Rounded Down) \$ 36,000

2023-24 Holiday Pay - Actual 31,700

Overtime Pay Calculation

Total FF & Medic Payroll Budget \$1,009,955

Total LT & PT Budget \$90,201

Total Regular Payroll Budget \$1,100,156

multiply by 19% 0.19

Total OT Budget \$209,000.00

Employee	CalPERS Holiday Reporting	# of Pay Periods	Total Holiday Pay
LT Contract	\$ 158.08	12	\$1,896.96
FF/EMT	\$ 201.24	12	\$2,414.88
LT Contract	\$ 165.97	12	\$1,991.60
FF/Medic	\$ 233.05	12	\$2,796.56
FF/Cpt	\$ 256.36	12	\$3,076.32
FF/EMT	\$ 279.59	12	\$3,355.04
FF/EMT	\$ 174.29	12	\$2,091.44
FF/Cpt	\$ 256.36	12	\$3,076.32
FF/Cpt	\$ 221.43	12	\$2,657.20
FF/EMT	\$ 201.24	12	\$2,414.88
Medic	\$ 168.13	12	\$2,017.60
FF/Medic	\$ 244.14	12	\$2,929.68
FF/EMT	\$ 233.05	12	\$2,796.56
FF/Medic	\$ 201.33	12	\$2,415.92
SUBTOTAL Salaried			\$2,994.25
			168
			\$35,930.97

02.21 FICA + Medicare

Medicare Calculation (1.45%)

Total Payroll Budget	\$1,512,000
multiply by 1.45%	1.45%
Total Medicare Tax - EmployER	\$22,000

Medicare Tax ER paid in 23-24 \$20,315

FICA Calculation (6.2% of non-CalPERS PR)

Estimate non-CalPERS Wages	\$ 30,000
multiply by 6.2%	6.20%
Total FICA Tax - EmployER	\$ 2,000

FICA Tax ER paid in 23-24 \$1,265
paid on \$20,000 in wages

02.22 CalPERS - Distort Paid

Name	Total Annual PR Budget	Total Annual		Pay CalPERS Plan	ER %	\$ ER Contrib
		Holiday	Contrib			
Cpt/Medic - A Shift	\$83,421	\$2,657	\$11,844	Safety-PEPRA	13.76%	\$11,844
FF/Medic - A Shift	\$58,512	\$2,091	\$8,339	Safety-PEPRA	13.76%	\$8,339
FF/EMT - A Shift	\$79,860	\$2,797	\$17,606	Safety-Classic	21.30%	\$17,606
FF/EMT - A Shift	\$59,861	\$2,091	\$8,525	Safety-PEPRA	13.76%	\$8,525
Cpt/Medic - B Shift	\$100,140	\$3,076	\$21,985	Safety-Classic	21.30%	\$21,985
FF/Medic - B Shift	\$91,524	\$2,797	\$12,979	Safety-PEPRA	13.76%	\$12,979
FF/EMT/Mech - B Shift	\$102,408	\$3,355	\$22,528	Safety-Classic	21.30%	\$22,528
FF/EMT - B Shift	\$58,428	\$2,091	\$8,327	Safety-PEPRA	13.76%	\$8,327
Act Cpt/Medic - C Shift	\$93,602	\$2,930	\$20,561	Safety-Classic	21.30%	\$20,561
FF/Medic - C Shift	\$81,272	\$2,416	\$11,515	Safety-PEPRA	13.76%	\$11,515
FF/EMT - C Shift	\$71,403	\$2,415	\$10,157	Safety-PEPRA	13.76%	\$10,157
FF/EMT - C Shift	\$69,708	\$2,415	\$9,924	Safety-PEPRA	13.76%	\$9,924
SR Medic - Float	\$59,816	\$2,018	\$8,508	Safety-PEPRA	13.76%	\$8,508
Total FT Firefighting & Medic Staff	\$1,009,955	\$33,149	\$172,799			\$172,799
Fire Chief	\$129,910		\$10,224	Misc-PEPRA	7.87%	\$10,224
Office Mgr/Bookkeeper	\$70,758		\$5,569	Misc-PEPRA	7.87%	\$5,569
Office Assistant	\$54,600		\$4,297	Misc-PEPRA	7.87%	\$4,297
Total Admin Staffing	\$255,268		\$20,090			\$20,090
UAL - Safety Classic	Monthly UAL \$18,174		\$218,088			Annual UAL \$218,088
UAL - Safety PEPRA	\$396		\$4,752			\$4,752
UAL - Misc - Classic	\$1,144		\$13,728			\$13,728
UAL - Misc - PEPRA	\$32		\$384			\$384
Total Admin Staffing	\$19,746		\$236,952			\$236,952
TOTAL CalPERS ER Contributions						\$430,000

0223 A Deferred Comp - Clearing

Name	Total Annual		Holiday Pay	CalPERS Plan	ER % Contrib	\$ ER		Monthly EE Contrib
	PR Budget	Total Annual				Contrib	Contrib	
Cpt/Medic - A Shift	\$83,421	\$2,657	Safety-PEPRA	13.75%	\$11,836	\$986		
FF/Medic - A Shift	\$58,512	\$2,091	Safety-PEPRA	13.75%	\$8,333	\$694		
FF/EMT - A Shift	\$79,860	\$2,797	Safety-Classic	9.00%	\$7,439	\$620		
FF/EMT - A Shift	\$59,861	\$2,091	Safety-PEPRA	13.75%	\$8,518	\$710		
Cpt/Medic - B Shift	\$100,140	\$3,076	Safety-Classic	9.00%	\$9,289	\$774		
FF/Medic - B Shift	\$91,524	\$2,797	Safety-PEPRA	13.75%	\$12,969	\$1,081		
FF/EMT/Mech - B Shift	\$102,408	\$3,355	Safety-Classic	9.00%	\$9,519	\$793		
FF/EMT - B Shift	\$58,428	\$2,091	Safety-PEPRA	13.75%	\$8,321	\$693		
Act Cpt/Medic - C Shift	\$93,602	\$2,930	Safety-Classic	9.00%	\$8,688	\$724		
FF/Medic - C Shift	\$81,272	\$2,416	Safety-PEPRA	13.75%	\$11,507	\$959		
FF/EMT - C Shift	\$71,403	\$2,415	Safety-PEPRA	13.75%	\$10,150	\$846		
FF/EMT - C Shift	\$69,708	\$2,415	Safety-PEPRA	13.75%	\$9,917	\$826		
SR Medic - Float	\$59,816	\$2,018	Safety-PEPRA	13.75%	\$8,502	\$709		
Total FT Firefighting & Medic Staff	\$1,009,955	\$33,149			\$124,989	\$10,416		
Fire Chief	\$129,910		Misc-PEPRA	7.75%	\$10,068	\$839		
Office Mgr/Bookkeeper	\$70,758		Misc-PEPRA	7.75%	\$5,484	\$457		
Office Assistant	\$54,600		Misc-PEPRA	7.75%	\$4,232	\$353		
Total Admin Staffing	\$255,268				\$19,783	\$1,649		

Notes & Adjustments

Round UP \$ 13,000

\$12,064

03.30 Health & Life Insurance

Vendor	Monthly	Annual
American River Benefit Corp - \$11.60/mth/person 16 Paid Firefighters, 11 Volunteers, +3 new folks	\$348	\$4,176
GSB/Glatfelter Specialty Benefits		\$2,500
MidAmerica HRA \$1,600 in Admin Fees, + 16 ppl x 1,000		\$17,600
Provident Insurance		\$2,750
Teamsters Health Insurance \$2,808.96/mth - \$280.9 pd by EE Assume 5% rate increase in May (add'l \$126/person)	\$37,921	\$458,831
	TOTAL Health & Life	\$486,000

11.00 Clothing, PPE, & Personal Supplies

Budget for Uniforms **\$32,000**
\$2,000 per FF for uniform quartermaster program
13 Firefighters & Medics + 3 new employees
PY budget was \$650 per FF for uniform allowance

Budget for PPE **\$23,600**
\$4,500 per set of Structural PPE x 4 (Medic + 3 new hires)
\$1,400 per set of Wildland PPE x 4 (Medic + 3 new hires)

Total Uniform & PPE \$56,000

20.00 Memberships

CA Fire Chief's Assoc	\$450
Fire District Assoc of CA	\$450
Int'l Assoc of Fire Chiefs	\$450
Lake County Fire Chief's Assoc	\$6,000
CA Special Districts Assoc	\$8,500
CA State Firefighters Assoc	\$3,000
Misc	\$1,150
Total Memberships	\$20,000

23.80 Professional + Specialized Services

23-80.A	Audit Fee	\$ 4,000	PY had 2 audits, this year only 1
23-80.B	Software Licenses/PC Repair		
	Bit Sculptor	\$ 500	Update DNS records, etc .
	Active 911	\$ 600	Is this still needed?
	Google	\$ 4,500	
	Last Pass	\$ 200	
	Acronis Backup & Anti-Virus	\$ 200	
	CAMS Monthly Cloud Hosting	\$ 2,280	
	CAMS Annual Maintenance	\$ 2,000	
	Konocti Computer Repair	\$ 1,000	
	ESO Solutions	\$ 900	3 months
	Locality Media/FirstDue	\$ 30,000	
	NorthCoast EMS	\$ 1,500	Annual PCR Usage
	Granicus	\$ 5,100	Website Hosting & Compliance
	Misc & Adjust for even number	\$ 720	
23-80.B	Software Licenses/PC Repair	\$ 49,500	
	Pre-Build Consulting - New		
23-80.C	Station	\$ 150,000	
23-80.D	Legal Fees	\$ 25,000	Chief Estimate
	UAL Assessment & Board		
23-80.E	Workshop	\$ 3,000	Ridgeline
23-80.F	GASB Reporting (3 reports)	\$ 3,000	VFIS, ARC & CalPERS
23-80.I	Measure "M" Expenses	\$ 18,500	Quarterly Fees + Annual Submission + County charges
23-80.K	Master Planning	\$ 39,000	ESCI - Owed in 24-25
23-80.L	Plan Review (Lockard)	\$ 18,000	PY \$10K + \$8K increase
23-80.M	Miscellaneous	\$ 1,000	
23-80.N	Fee Nexus Study	\$ 30,000	Ridgeline

TOTAL PROF'L

FEES/SERVICES

\$ 341,000

\$183K are expenses new to 24-25 FY

28.00 Special Dept Supplies & Services

Special Dept Supplies & Services

		24-25	23-24	\$ Increase or	% Increase
		Proposed	Actual	(Decrease) to	or
				23-24 Actual	(Decrease)
28-30.A	Training - Staff	\$ 40,000	\$ 37,000	\$ 3,000	8%
28-30.B	Training - Paramedic School	\$ 5,000	\$ 9,500	\$ (4,500)	-47%
28-30.C	Recertification Fees	\$ 2,000	\$ 1,500	\$ 500	33%
28-30.D	Emerg Hydration & Meals	\$ 1,000	\$ 700	\$ 300	43%
28-30.F	Training - Board	\$ 5,000	\$ 5,000	\$ -	0%
28-30.G	Operating Supplies	\$ 45,000	\$ 40,000	\$ 5,000	13%
		\$ 98,000	\$ 93,700	\$ 4,300	5%



LAKEPORT FIRE PROTECTION DISTRICT

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



Date: August 2, 2024

To: Board of Directors

From: Patrick Reitz, Fire Chief

Subject: **Measure “M” Parcel Tax Proposed Increase**

Recommendation

1. Make a motion to increase the Measure “M” parcel tax to a figure between \$6.85 and \$7.01; or
2. Make a motion to increase the Measure “M” parcel tax to the maximum allowable, which is \$7.01; or
3. Make a motion to increase the Measure “M” parcel tax by 3% over last year (CPI) to \$6.85

Background

Measure M was passed in 2019 and the beginning rate approved per benefit unit was \$6.14. The ordinance authorizing Measure M states that each year, the Board may approve a rate increase of June’s San Francisco Consumer Price Index (CPI) up to a maximum of 3%. The second and third year of the charge, the Board did not apply any inflator to the approved annual rate, so the rate charged to property owners remained \$6.14, however, the maximum allowed continued to increase by CPI.

In 2022, the Board adopted the maximum 3% increase, but only on the previous year’s applied rate, which became \$6.32. They stated they didn’t want to increase the rate up to the maximum in one year. In 2023, the Board approved a rate increase to \$6.65/Benefit Unit, midway between the maximum allowable rate of \$6.81 and the minimum 3% increase rate of \$6.51.

For this meeting, the Board will need to consider whether they would like to increase by CPI from last year’s rate to \$6.85 (which would be a 3.0% increase), if they would like to increase to the maximum rate of \$7.01 which would be a 7.75% increase over last year’s rate, but still allowable, or an increase somewhere between the \$6.85 and \$7.01. There are approximately 203,333 benefit units, so the difference between the CPI increase rate (\$6.85) and the Maximum Allowable rate (\$7.01) is approximately \$32,500. Adopting a rate midway between the two rates (\$6.93) would allow the District to collect an additional \$16,250 over the CPI increase rate of \$6.85.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
CPI - Not to exceed 3%		1.6165%	3.0000%	3.0000%	2.8792%	3.0000%
Maximum Rate per BU	\$6.14	\$6.2393	\$6.4264	\$6.6192	\$6.8098	\$7.0141
District-Applied Rate	\$6.14	\$6.14	\$6.14	\$6.32	\$6.65	
Year-to-Year Change in Applied Rate		0.00%	0.00%	2.93%	5.22%	
Difference in Max Rate to Prior Year Applied Rate		1.62%	4.66%	7.80%	7.75%	



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Date: August 2, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Proposed Increase to Ambulance Fees**

Recommendation

1. Make a motion to increase ambulance fees for 2024-25 fiscal year by 5%, per below;

or

Make a motion to increase ambulance fees for 2024-25 fiscal year by a __% (to be determined by the board).

Background

It is recommended that Ambulance Fee be adjusted at least annually, if not semi-annually. Most insurers will not accept large increases in ambulance fees, so it is recommended to increase fees incrementally over time.

As part of the 2024-25 proposed adopted budget, a fee study is being conducted by Ridgeline Municipal Strategies. This was requested because the District's fee schedule has not been reviewed or updated since June 2020.

Prior to the fee study being conducted, we are requesting a temporary 5% increase to the ambulance fees noted below.

Fee	Current Fee	Proposed Fee	Fee	Current Fee	Proposed Fee
Bundled Base Rate	\$1,982	\$2,080	Mileage	\$52.14	\$55
Treat, No-Transport	\$425	\$446	EKG	\$285.30	\$300
Pre-Stabilization	\$400	\$420	ALS Disposable Supplies	\$363.67	\$382
Extra Attendant	\$125.50	\$132	BLS Disposable Supplies	\$303.67	\$319
Wait Time	\$69.20/hr	\$73/hr	Oxygen	\$121	\$127

SIGNATURE AUTHORIZATION - SPECIAL DISTRICTS LOCAL BOARDS
Fiscal Year 2024-2025

District Name: _____ Budget No. _____ Email Address: _____

(Mailing Address) (City, State Zip)

Current Board Members:

Chair: _____ Signature _____

(Email Address) (Phone Number)

Members: _____ Signature _____

(Name) _____

(Email Address) (Phone Number)

(Name) Signature _____

(Email Address) (Phone Number)

(Name) Signature _____

(Email Address) (Phone Number)

(Name) Signature _____

(Email Address) (Phone Number)

(Name) Signature _____

(Email Address) (Phone Number)

Bookkeeper: _____ Secretary _____
(Name) (if different) (Name)

(Signature) (Signature)

(Phone Number) (Phone Number)

Manager/
Fire Chief: _____ (Signature)

(Phone Number)

NUMBER OF BOARD MEMBERS SIGNATURES REQUIRED ON CHECKS (*must be at least 2*)

Authorization for the following has been delegated to the Secretary or Bookkeeper as referenced in Board minutes on _____:

Budget Transfers (except for Fixed Assets or Contingencies)

YES NO

Inter-Fund Transfers

YES NO

In addition to the authorizations on page 1 of this document, the following individuals are authorized to pick up the following items on behalf of the district.

Name	Signature	Checks	Reports
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>



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Date: August 2, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Proposed Canine Peer Support Policy**

Recommendation

1. Make a motion to adopted the proposed Canine Peer Support policy as presented

Background

In January 2023, it was decided to pursue the District's participation in the First Response K-9 Agency Team Dog Program. This program seeks to improve the psychological well-being of first responders by providing staff with an outlet from mental, physical or psychological effects of cumulative and short-term trauma and anxiety.

Firefighter/Medic Tyson and Firefighter/EMT Barnett attended a multi-day training to oversee our participation in the program and FF Tyson continues to attend monthly trainings.

Part of the requirement of the program is that the District adopt the attached policies to support the program.



FRK-9 Agency Team Dog Training

The National Institute of Canine Service and Training (NICST) is world renowned as a leader in providing the highest quality service dogs. This document provides an overview of NICST's First Response K-9 Agency Team Dog Program.

Purpose:

To help improve the psychological well-being of first responders by providing staff with an outlet from mental, physical, or psychological effects of cumulative and short term trauma. Additionally, they can provide support to victims by greatly reducing short-term anxiety, and temporarily reducing psychological effects of experienced trauma. Team Dogs can also be department ambassadors thereby increasing community engagement.

First Response K-9 Training provides:

- Handler training
- Highly trained therapy dog
- Specialized therapy skills training
- Dog care
- Handlers first aid skills
- Obedience training to include Assistance Dogs International *Public Access Certification Test** (option to take CGC test upon completion of graduation requirements)
- Distraction training for both the dogs and the handlers (maintaining focus and staying on task in chaotic and dynamic environments)
- Socialization skills: learn how to maintain command while being distracted and potentially off-leash (during "visit" command). Training trips to expose dogs and handlers to a variety of settings, sounds, smells, and sights. Exposure to LE/FIRE/EMS situations and environments specific to first responders.

NICST is accredited by Assistance Dogs International (ADI). All participants in our team-agency dog programs will be required to successfully pass the Assistance Dogs International *Public Access Certification Test*. Our standards of client training and dog training exceed the expectations and standards of the commonly used AKC [Good Citizen Test \(CGC\)](#). Upon successful completion you will be awarded with a Certificate of Achievement.

- Therapy Dog Test Certificate
- Dog First Aid
- Recertification - on-going training
- Option for Canine Good Citizen Certificate - CGC - Additional Cost

Santa Rosa Fire Department receives Behavioral Health Therapy Dog

- Dec 8, 2023

Fire Department received the first of two behavioral health therapy dogs as part of the department's Behavioral Health Program. Maverick arrived on Nov. 20, 2023, and is teamed up with Fire Captain Cori Rickert. The two live and work together and are undergoing a six-month bonding period. The team is already interacting with fire department staff in our fire stations and will be used to defuse and debrief from critical incident responses.

Maverick was trained by the National Institute of Canine Science and Training—First Response K-9 Agency Team Dog Program. The program is designed to help improve the psychological well-being of first responders by providing staff with an outlet from mental, physical, or psychological effects of cumulative and short-term trauma. Additionally, they can provide support to victims by greatly reducing short-term anxiety, and temporarily reducing psychological effects of experienced trauma.

At the end of the six-month bonding period, Rickert and Maverick will be tested by the program to ensure they meet the standards and goals to graduate.

The department's second therapy dog is finishing her training in the next six months and will be paired with an additional staff member. Both dogs, the training of the handlers and all related costs are being funded by the Santa Rosa Fire Foundation. The foundation is a 501(c)(3) non-profit organization that was formed to enhance the services the Santa Rosa Fire Department provides to their personnel and community.

For additional information on the National Institute of Canine Science and Training—First Response K-9 Agency Team Dog Program, visit <https://ourdogssavelives.org/programs/first-response-k9/>.



Lakeport Fire Protection District

FIRE DEPARTMENT POLICY XXX (#TBD)

Canine Peer Support Policy (Agency Dogs)

XXX.1 PURPOSE

1. Lakeport Fire Protection District (LFPD) recognizes the value of canine therapy in support of the mental health and wellness of all members.
2. This policy establishes guidelines for the Lakeport Fire Protection District Peer Support Canine Program.
3. The Lakeport Fire Protection District Peer Support Canine Program has been created to support members of the LFPD as they process both work and personal stress.

The Peer Support Canine Program intends to:

1. Promote mental and emotional well-being of employees.
2. Provide emotional support and comfort to firefighters and their families.
3. Recognize signs of agitation, anxiety or stress and to interrupt those behaviors.
4. Respond to critical incidents at the request of management and or Peer Support Coordinator.

XXX.2 SCOPE

This policy applies to all members of LFPD and Lakeport Volunteer Firefighters Association (LVFA)

XXX.3 POLICY

1. The basis for a successful Peer Support Canine program lies in the temperament and training of both the dogs and their handlers.
2. Individual LFPD members seeking to become involved as approved handlers of LFPD Agency dogs must complete an application to be approved for participation in the program.
3. The application process will include documentation from a licensed veterinarian or other qualified professional dog trainer that the dog's temperament has been evaluated and found to be appropriate for that of a therapy dog. Additionally, the "candidate" dog must be appropriately trained so that it does not present a safety risk for members and visitors to LFPD's facilities.

4. Members assigned to work in Administration, Life Safety, or Training may also be approved to participate in the program, with no more than one dog on-duty each day in these program areas. All dogs participating in the program must be spayed/neutered and possess and maintain the AKC Canine Good Citizen test or equivalent.
5. All expenses relating to a member's participation in the Peer Support Canine Program are the sole responsibility of the member, including treatment for injury/illness of the dog while participating in the program unless prior agreement has been made by LFPD Chief and/or the Board of Directors.
6. Members approved to bring their dogs to work through the Peer Support Canine Program acknowledge that they are responsible for providing for the care and feeding of their dog while the dog is in an LFPD facility.
7. The Fire Chief or Captain will serve as the primary point of contact between members and Peer Support Canine Program Leadership.
8. In general, members shall not take their dogs with them on calls for service. Special exceptions may be made by a Chief or Captain. On-duty members with approved Agency dogs may be assigned by the on-duty Captain, or another Chief Officer, to visit any on-duty company to provide post-critical incident support. Additionally, a Chief Officer may request an off-duty member to bring their approved Agency dog to an LFPD facility to provide post-critical incident support or to support a community relations event. Such participation outside of the member's regular work schedule will be compensable as on-duty time for the approved member(s).

XXX.4 PROCEDURES

1. Behavioral Evaluation:

Members desiring to have their dog approved to come to work with them through the Therapy Dog Program must first have their dog evaluated for acceptable behavior. All behavioral evaluations must be performed by a licensed veterinarian or other appropriately certified individual who is trained/experienced to be performed by a licensed veterinarian or other appropriately certified individual who is trained/experienced in providing behavioral evaluations. Members are responsible for scheduling and paying for the behavioral evaluation of their dogs. Members should request written documentation of the behavioral evaluation, as well as a brief summary of the training/experience of the examining professional.

2. Obedience Training:

In addition to having the right temperament, therapy dogs must also have the obedience training necessary to ensure the safety of members and visitors to LFPD facilities. The member is solely responsible for paying for all costs associated with participating in any obedience training that is required for their dog. Part of the application process for participation in the therapy dog program will include observation of the dog's behavior in a group setting by program leadership. There is not a specific trainer or training program that is required by LFPD. Rather, the members are encouraged to find the training that they feel is the most appropriate for their dog.

3. Application:

1. Member's name and current shift/station assignment. Members are expected to communicate with their co-workers and chain of command about the member's interest in his/her dog participating in the program
2. Breed, gender, age, and name of their dog.
3. Documentation to indicate that the dog has been spayed/neutered.
4. Documentation of the current vaccination and registration/licensing status for their dog
5. Documentation of the dog's behavioral evaluation by a licensed veterinarian
6. Applications will be reviewed in the order they are received. Each application will be reviewed by the Chief, Peer Support Canine Program coordinator, and Health and Wellness Program leadership, with input provided by the applicant's co-workers, direct supervisor, and shift Captain.
7. To be approved for participation in the program, the member must be in good standing.
8. Dogs must be spayed/neutered and must be current on all required vaccinations prior to acceptance into the program
9. The member is responsible for maintaining all the dog's vaccines throughout participation in the program.
10. Due to the possibility of members and/or visitors having allergies to dogs, preference will be given to non-shedding dogs; however, all dogs that receive approval from the behavioral evaluation will be considered for participation. Members will be notified of the status of their application within ten (10) business days of their application being received with all required documentation.

4. Application Review:

Peer Support Canine Program Leadership will review all submitted documentation in the order it was received. Within ten (10) days of receiving a completed application and all necessary supporting documentation, the member will be contacted to schedule an observation of the dog's behavior at a fire station and in a group setting. The observation will include exposing the dog to the sounds of a fire apparatus, including backup alarms, as well as observing the dog's behavior among strangers in a small room. The dog should be comfortable in all settings and should allow him/herself to be petted and handled by strangers without showing aggressive or fearful behaviors. This observation is not compensable time for the member. During this same ten (10) day period, Program Leadership may contact the member's co-workers and chain of command to ensure they support the member's application. Members may be approved for participation in the Therapy Dog Program only after verification that all documentation listed in XXX.3.3 and XXX.4.8.7 has been provided, and after successful completion of the observation by

Program Leadership. Members whose dogs have met all LFPD requirements for participation in the program will be notified via email within five (5) days after completing the observation session. The member's direct supervisor and shift Captain will be copied on this email.

5. Insurance:

The LFPD liability insurance policy provides coverage to approved therapy dogs while the member is on-duty in LFPD facilities and apparatus. This coverage does not extend beyond LFPD facilities and apparatus. This coverage includes accidental damage that may be caused by the dog. No additional liability insurance is required for members participating in the Peer Support Canine Program; however, members may voluntarily elect to add liability insurance at their own cost. Members are solely responsible for any veterinary care needed by their dog. Therefore, members participating in the Peer Support Canine Program are encouraged to purchase and maintain veterinary emergency insurance to assist with cost recovery for any injury/illness unless prior agreement has been made by the Chief and/or the board of directors.

6. Veterinary Care Provider:

1. Veterinary care will be seen by Main Street Vet. 2530 S. Main Street Lakeport, CA 95453 (707) 263-6232
2. *After-Hour Emergency* is available by calling the main line.
3. Back up Veterinary care Wasson Memorial Clinic 3083 CA-175 Lakeport, CA 95453 (707)263-5380
4. 24/7 Pet Hospital VCA Pet Care East Veterinary Hospital 2425 Mendocino Ave, Santa Rosa, CA 95403 (707) 579-3900 Drive time 1:30 hr.

7. Veterinary Care:

1. All K-9's must have a 6 month check up with veterinarian.
2. All dogs must have current vaccination and copied of records on file with office administration.

8. Requirements for Owners of Agency Dogs:

1. Approved therapy dogs must wear an identification tag that displays the dog's name and also contains the owner's emergency contact information at all times when on-duty.
2. Members with approved therapy dogs shall provide the agency with 24/7 emergency contact information in the event the member becomes unable to care for their dog due to calls for service or extended absence from the station, or if the dog needs emergency veterinary services. Emergency contact information will be provided to the member's direct supervisor and or Chief.
3. Peer Support Dogs may wear LFPD-approved and/or LFPD-issued items that clearly identify them as a Therapy Dog while on-duty (e.g., vest, bandana, collar, badge, etc.).

4. Members who bring therapy dogs to work must be able to care for their dog throughout the duration of their shift and ensure the station and work environment always remain in good condition.
5. Members are responsible for providing their therapy dog with food, water, bedding, treats, toys, and medications always when on-duty and in an LFPD facility.
6. The member is responsible for cleaning up after their dog on and off LFPD premises, as well as proper exercising/walking as needed when on-duty.
7. The member is responsible for maintaining all required vaccinations for their approved therapy dog, as well as maintaining appropriate licensing/registration of the dog per the member's county of residence. The member is also responsible for providing their dog with an annual wellness exam by a licensed veterinarian. The members shall provide copies of all current documents to Program Leadership.
8. In general, members shall not take their dogs with them on calls for service. Special exceptions may be made by a Chief Officer. On-duty members with approved therapy dogs may be assigned by the on-duty Captain, Chief, Board of director or another Chief Officer, to visit any on-duty company to provide post-critical incident support. Additionally, a Chief Officer may request an off-duty member to bring their approved therapy dog to an LFPD facility to provide post-critical incident support or to support a community relations event. Such participation outside of the member's regular work schedule will be compensable as on-duty time for the approved member(s).

XXX.5 Agency Dogs Beyond LFPD Facilities:

Participation in the LFPD Agency Dog Program does not meet the same requirements for national certification of therapy dogs. Members may seek to participate in nationally recognized programs that provide training and certification for therapy dogs working in larger public facilities, such as airports, schools, nursing homes and hospitals. LFPD leadership maintains sole authority to determine if a dog meets agency requirements for participation in the LFPD Agency Dog Program.

XXX.6 Definition of terms

Peer Support Dog-A canine with specialized training to assist Peer Support team members during critical incident diffusion, debriefings, major incident response, station visits, and any other response requested by Fire Chief or Peer Support Team.

Lead Handler-A Trained Peer Support Team Member that has been certified as a handler with a designated peer support dog.

Peer Support Team Coordinator- Designated coordinator of the Peer Support Team responsible for coordinating and approving requests for the Peer Support team and support dog program.

XXX.7 REVISION HISTORY

DRAFT



LAKEPORT FIRE PROTECTION DISTRICT

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



Date: August 2, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Proposed Purchase of Chief Command Vehicle for \$80,000**

Recommendation

1. Make a motion to authorize the Fire Chief to purchase a 2017 Ford F250 Super Duty Lariat Command Vehicle, plus an additional, larger command box, in an amount not to exceed \$80,000

Background

For the last several years, the budget has included a replacement for the Chief's vehicle. Due to other funding priorities, this purchase has not been made. The current budget allocates \$110,000 for a Chief Command Vehicle, which would include the purchase of the truck (\$75,000), an additional, larger command box (\$3,000), plus an additional \$32,000 for modifications, decals, and other necessary alterations.

I have identified a 2017 Ford F250, Diesel, 4x4, with 4 doors, Code 3 Lightbar, Siren, 2 Grill lights, 2 Intersection lights and 2 Rear Emergency lights. It has 97,000 miles on it and is being offered for sale by a private individual in Huntington Beach, CA at a cost of \$75,000. An additional command box is requested for aa further \$3,000.

This command vehicle, which has an expected useful life of 5 – 10 years in its proposed configuration, can have the chassis separated from the box and the box can be remounted on another chassis (if we choose to do so in the future).

Pictures of the command vehicle and the additional command box are attached.













LAKEPORT FIRE PROTECTION DISTRICT

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



Date: August 2, 2024
To: Board of Directors
From: Patrick Reitz, Fire Chief
Subject: **Authorizing Payment for Water Tender Repair**

Recommendation

1. Make a motion authorizing the Fire Chief to submit final payment to Performance Truck Repair in the amount of \$37,092.90 for the Water Tender.

Background

At the September 12, 2023 board meeting, the Board authorized the District to have the water tender's manual transmission changed to an automatic transmission and to perform assorted maintenance work on the water tender in an amount not to exceed \$75,000.

As you will see from the attached listing, payments have been made to-date totaling \$88,495.66. The final invoices to be paid total \$37,092.90. Total combined cost for both the transmission repair and the maintenance repairs is \$125,588.56.

I am requesting authorization to pay the final invoices for the water tender transmission replacement and general maintenance as the \$37,092.90 amount exceeds my purchasing authority.

Charged to Account

		<u>Fixed Assets -</u>		<u>Vehicle</u>			
<u>Inv Date</u>	<u>Inv #</u>	<u>Inv Amt</u>	<u>Description</u>	<u>Transmission</u>	<u>Maintenance</u>	<u>Ck#</u>	<u>Ck Date</u>
10/27/2023	17766	\$ 3,602.50	Transport WT to Azusa		\$ 3,602.50	16051	11/17/2023
11/30/2023	17863	\$36,118.27	Transmission/Pump/Gaskets	\$ 27,626.17	\$ 8,492.10	16098	12/15/2023
12/30/2023	17946	\$ 3,010.67	Gaskets/Seals		\$ 3,010.67	16159	1/31/2024
2/19/2024	18071	\$ 9,271.24	Transmission w/Labor	\$ 9,271.24		16188	3/1/2024
5/23/2024	18317	\$21,329.13	Transmission w/Labor	\$ 21,329.13		16355	6/14/2024
5/31/2024	18355	\$14,473.85	Suspension/Brakes/Tank/Transmis:	\$ 690.00	\$ 14,473.85	16355	6/14/2024
6/13/2024	18399	\$10,362.92	Suspension/Brakes		\$ 10,362.72	16370	6/28/2024
6/13/2024	18400	\$11,243.11	Prep & Coat Tank		\$ 11,243.11	16370	6/28/2024
6/13/2024	18403	\$ 3,602.50	Transport WT to Lakeport		\$ 3,602.50	16370	6/28/2024
6/30/2024	18461	\$ 5,035.46	Repair leaky pump & hoses		\$ 5,035.46		
7/10/2024	18476	\$ 1,911.50	Recoat Tank for 2nd time		\$ 1,911.50		
7/10/2024	18477	\$ 4,937.61	Replace all injectors		\$ 4,937.61		
				\$ 58,916.54	\$ 66,672.02		
				Total Spent	125,588.56		

Paid - Check Mailed

To be paid via wire transfer on Wed, Aug 7 \$37,092.90