

AGENDA
KELSEYVILLE FIRE PROTECTION DISTRICT
Board of Director's Meeting
4020 Main Street, Kelseyville, Ca. 95451
Wednesday, August 15, 2018 at 9:00 a.m.

I. Call to Order and Flag Salute

II. Approval of Agenda

- According to the Board Policy Manual: "All Board Members are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Member 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."

III. Approve Minutes of Previous Meeting

IV. Public Comment:

- This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. District policy is to limit each speaker to three (3) minutes. Such time allotment or portion thereof shall not be transferred to other speakers. Pursuant to the Brown Act Section 54954.3, the district may not take action on an item that does not appear on the Agenda. The public will be allowed to speak concurrently with the calling of an agenda item following the staff presentation of that item.

V. Correspondence

- Thank you letter from DJ Kennedy
- Thank you letter from Lake County Office of Education - Work Ability Program

VI. Audit of Bills and Pay Accounts

VII. Directors Report

VIII. Fire Chief's Report

IX. Volunteer/Professional Firefighters Report

X. On-Going Business:

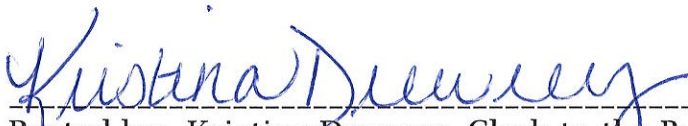
- Discussion of Fire Chief's Evaluation
 - Evaluation forms due to the evaluation committee for review
- Discussion of OSHA Complaint - Personal Protection Equipment (PPE) Update

XI. Old Business:

- Discussion of financial committees - Director Bridges

XII. New Business:

- Public Information and Discussion regarding Removal of Engine from Station 56.
 - Chief Huggins
- Resolution 1819-01 - A resolution to establish a maximum special tax for fiscal year 2018-19
- Resolution 1819-02 - A resolution to approve the Department of Forestry and Fire Protection Agreement and authorize Chief Huggins to sign on behalf of Kelseyville Fire Protection District.
- Resolution 1819-03 - A resolution to determine Industrial Safety Disability for CalPers Disability Retirement
- Resolution 1819-04 - A resolution to determine Industrial Safety Disability for CalPers Disability Retirement
- Discussion and Approval of Agreement with County of Lake for the collection of special taxes, assessments, fees, charges, and abatements.
- Discussion/Overview of reserves and cash accounts for the KFPD
- Discussion and Adoption of the Fiscal Year 2018-19 Budgets for Fund 353 (General Operating) & Fund 362 (Impact Mitigation)



Posted by: Kristina Drewrey, Clerk to the Board/Financial Analyst

8/10/18

Date Posted

**Any materials required by law to be made available to the public prior to a meeting of the Board of Directors of the Kelseyville Fire Protection District can be inspected at the following address during normal business hours: 4020 Main Street, Kelseyville, CA*

95451

**If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Clerk to the Board, Kristina Drewrey at (707) 279-4268*

Kelseyville Fire Protection District
Minutes of the regular scheduled meeting of the Board of Directors
Wednesday, July 11, 2018 at 9:00 a.m.

Present: Lauenroth, Traller, and Borjon **Absent:** Brookes and Bridges

Meeting called to order: 9:02 a.m.

Approval of Agenda: Motion to approve made by Director Traller. Agenda approved 3/0.

Minutes of Previous Meeting: Motion to approve made by Director Traller. Minutes approved 3/0.

Public Comment: Tom Nixon – Citizen of Clearlake Riviera

Correspondence: Thank you letters from Highland Springs Equestrian Center

Audit of Bills: Motion to approve checks in the amount of \$310,949.50 made by Director Traller. Payments approved 3/0.

Director's Report: None

Fire Chief's Report: Chief Huggins gave a report regarding the Pawnee Fire and the cover assignment during that incident. Chief gave a report regarding the Anderson Island Fire. Chief discussed the upcoming captain's exam and the recent shortage in staffing levels due to retirements and resignations. Chief discussed that Lifeline Ambulance would like to work with KFPD in purchasing a new Ford Transit Ambulance at a discounted price.

Volunteer/ Professional FF Report: None

On Going Business:

- Fire Chief's Evaluation: Discussed that each board member will need to complete an evaluation form and submit to Chairman Lauenroth by the August meeting. Lauenroth and Brookes will then summarize and provide the Chief with his final evaluation. The board agreed that the Chief's evaluation would run with the dates of the fiscal year (July 1st through June 30th) determining that this evaluation period would be from July 1, 2017 through June 30, 2018.
- OSHA Complaint – Personal Protection Equipment (PPE). Chief explained that the PPE's have been ordered and should arrive early September. OSHA came in and performed a site inspection. OSHA has requested some additional information regarding PPE training and the district's Heat & Illness Prevention Plan.

New Business:

- Discussion to change the date of the August Board Meeting to August 15, 2018. Motion to approve made by Traller. Approved 3/0.

Closed Session: NONE

Meeting Adjourned: 9:57 a.m.

Minutes Submitted by: Kristina Drewrey _____

Minutes Approved by: Paul Lauenroth _____