



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING

Notice is Hereby Given, pursuant to California Government Code Section 54956, that the Chairperson of South Lake County Fire Protection District Board of Directors, State of California has called a regular meeting of said Board of Directors to be held on:

Tuesday, April 19, 2022, at 7:00 p.m.
Located at the Middletown Fire Station Board Room,
21095 Highway 175, Middletown, CA 95461

Due to COVID-19, the California Department of Public Health social distance directive is being followed. The meeting is being conducted via videoconference in compliance with AB 361, effective September 16, 2021. To be able to follow and participate in Board of Director’s meeting, you may either join:

from your computer, tablet, or smartphone at:

<https://us02web.zoom.us/j/8141427710>

or by dialing in using your phone: (669) 900-6833

Meeting ID: 814 1427 7710

Comments are allowed before any action is taken by the Board on each item. Comments may be made remotely by emailing boardclerk@southlakecountyfire.org, via ZOOM videoconference, or phone application.

This regular meeting is for the purpose of discussing and consider the following items:

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call:
4. Motion to approve agenda:
MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___
5. Consideration of approval of videoconference option under AB 361. Board will consider approval of findings that there remains a State proclaimed COVID 19 health emergency and local officials continue to impose or recommend measures to promote social distancing.
MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

6. Citizens' Input: Any person may speak for three (3) 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. Total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board.

7. Communications:

7.a. Fire Sirens

7.b. Fire Safe Council

7.c. Volunteer Association

7.d. Chief's Report

7.e. Finance Report

7.f. Directors' activities report

8. Regular Items:

8.a. Consideration for engine purchase out of Cloverdale to replace Engine 6011, and Resolution No. 2021-22-23, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues from Fire Mitigation Fees not to exceed \$30,000. Placed on the agenda by Chief Paul Duncan.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.b. Consideration for Election to fill three expiring of Fire Agency Self Insurance System Board of Directors positions. Placed on the agenda by Staff Services Analyst Gloria Fong.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.c. Consideration for travel request estimated cost of \$2,200 for Chief Paul Duncan to Napa, California from April 4 to 8, 2022 to attend Fire District Association of California annual conference. Placed on the agenda per Expense and Use of Public Resources Policy §3070.43.3, expenses exceeding \$1,200 per trip.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.d. Consideration for travel request estimated cost of \$2,500 each for Chief Paul Duncan and Director Jim Comisky to Indian Wells, California from May 21 to 26 to attend California Fire EMS & Disaster West Conference & Expo. Placed on the agenda per Expense and Use of Public Resources Policy §3070.43.2, expenses exceeding \$1,200 annual limit.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.e. Consideration for Fiscal Year 2022-2023 Recommended Budget. Placed on the agenda by Staff Services Analyst Gloria Fong.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.f. Consideration for Board of Directors Policy and Procedures Manual. Placed on the agenda by Staff Services Analyst Gloria Fong.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.g. Consideration for 'potential' memorandum of understanding (MOU) with College of the Siskiyous/Mendocino College for Paramedic Internships (MOU not received at time of agenda posting). Placed on the agenda by Chief Paul Duncan.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.h. Consideration for expense reimbursement of \$1517.30 to Jim Comisky for attendance at Cal Chiefs Conference in San Diego on 9/21/21 and Annual Planning Meeting in Ontario on 1/22/22, an expense submitted beyond the 30-day limit. Placed on the agenda by Director Comisky.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.i. Consideration for carpeting and window shade purchases for Middletown Station 60. Placed on the agenda by Battalion Chief Mike Wink.

MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

8.j. Board President to task the Policy Review Committee with review and recommendation back to the Board 1) Vehicle ID Policy; 2) Records Retention Policy; 3) Board of Director Compensation Policy.

9. Consent Calendar Items: (Approval of consent calendar 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 discussion later.)

9.a. March 15, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. April

9.b.2. March – corrected

9.c. Budget Transfer

10. Motion to Adjourn Meeting:

Posted April 15, 2022 by  Gloria Fong, Clerk to the Board of Directors
AA6C7B669C144F1...

A request for disability-related modification or accommodation necessary to participate in the Board of Directors' Meeting should be made by emailing boardclerk@southlakecountyfire.org at least 48 hours prior to the meeting.

South Lake County Fire Sirens Yearly Report for 2021

Deposits

Expenses

Month	Deposits	Expenses
January 2021	\$ 2,936.25	∅
February 2021	\$ 2,922.65	∅
March 2021	\$ 4,410.25	∅
April 2021	\$ 4,058.70	\$ 283.87
May 2021	\$ 4,175.60	\$ 16,000 ⁰⁰
June 2021	\$ 5,224.35	Wish List \$ 423.23 Supplies \$ 178.96
July 2021	\$ 2,904.35	\$ 74.16
August 2021	\$ 3,447.25	∅
September 2021	\$ 2,954.10	\$ 97.17
October 2021	\$ 3,701.25	\$ 89.58
November 2021	\$ 4,866.20	\$ 95.22
December 2021	\$ 3,854.70	\$ 18,000 ⁰⁰ Wish List \$ 89.22
Ending Balance		<u>Supplies - Total</u> \$ 908.18
2021 Total Deposits	<u>\$ 45,455.65</u>	<u>Expenses</u>

2021 Ending Balance
\$ 72,851.64

Expenses

4 Wish Lists 34,423⁰⁰
Supplies, etc. \$ 908.18 = 2% of income

2021 45,455.65
2020 29,090.30
2019 29,416.00

Wish List

5,000 Ford Chassis
11,000 Wish List
423 Wish List
18,000 chud of Life
\$ 34,423.00 total
to SLCFPD

SOUTH LAKE FIRE SAFE COUNCIL
April 6, 2022
Meeting Agenda

Call to Order – 2 pm

Previous Meeting Minutes

President's Report

Treasurer's Report

Bank Balance -
Expenses -
Income –
Correspondence –
Membership Info –

Committee Reports

Chipping –
Web Site –
Facebook –
Publicity –
Lake County Risk Reduction Authority –

Community Updates – 5 Minutes Each

Anderson Springs
Cobb
Hidden Valley Lake
Jerusalem Valley
Middletown Rancheria
Noble Ranch
Western Mine Road
Cal Fire
PG&E

Agenda Items for Next Meeting

SOUTH LAKE FIRE SAFE COUNCIL
March 2, 2022
Meeting Minutes

Call to Order – 2 pm

Lewis, Englander, Black, Valderrama, Collins, Renkel and Strickland present.

Previous Meeting Minutes - Approved

President's Report - None

Treasurer's Report

Bank Balance - \$12,155.05

Expenses - \$50.00 – Tax Preparation

Income – \$202.00 - \$22 Donation - \$180 Memberships

Correspondence –

Membership Info – 10

Committee Reports

Chipping – Noble Ranch – 3 requests so far

Web Site –

Facebook –

Publicity – Lake County resources lists put into tote bags – revisit in 6 months.

Lake County Risk Reduction Authority –

Website Design – Set up zoom meeting with website designer

Income – Tabled until May meeting. Make sure we add inflation into projects

CalFire Open House – April 2nd 10am-3pm – Do we want a table? Yes.

Agenda Items for Next Meeting

North Division Operations:

Great work by Division personnel on the Dam Road project, working on clearing brush around Walmart/Tractor Supply/Cache Creek Apartment area. Work will continue, until the brush is cleared, then we will work on establishing checklines across the area. We intend to conduct a broadcast burn when the grass starts to cure, to finalize the project there.

Unit Chief visit to the Division was very positive, as he viewed all the work that personnel have been conducting on facilities. Chief Marcucci was very happy with the condition of the facilities, and the work performed by staff.

Hurdles continue with the Air Curtain Burner (ACI). We are currently working through the process of insuring/locating/maintaining of the burner.

Camp Operations:

Low crew counts continue. The Camp readiness drill will be conducted in the last week of April.

Fire Captain Brian Washington retired from Konocti Camp following a career that took him all over the Region. Thank you for your service Brian.

South Lake Operations:

The Open House was a rousing success, along with a Bingo and auction. It was disappointing that Reach could not attend, but staff powered through. Great work to our PCF's and paid staff who participated. Preliminary numbers appear to be over 800 visitors.

Engine 6061, the new Type 6 is at Station 60, ready for radio programming and lettering.

Fleet services and I visited Cloverdale Fire, who are selling a Type 1 engine they no longer use. A decision was made to purchase the apparatus and use it to replace the broken E6011. The Beck (old Engine 6011) has a damaged motor, with preliminary estimates starting at \$40,000, and potentially being near \$60,000. The newer engine from Cloverdale will also reduce the age of our fleet.

Our facilities have been looking better with our painter and handyman taking care of lingering projects.

Some of the exterior lighting of Station 60 has been upgraded to LED. Driving by at night, seeing all the bay doors being lit up, really highlights the shape of the facility and looks much better.

We will be purchasing office furniture for the office, in addition to carpeting and window shades throughout the facility.

Fleet maintenance will be conducting much needed repairs on some of the District pickups with an eye to cloudy headlights and turn signals, and seating surfaces.

Director Comisky, Cline and I attended FDAC in Napa. Great training, amazing speakers and information was provided.

End of Report

Paul Duncan – Fire Chief

CDF/SLCF INCIDENT TRACKING FORM

Month March

Station 62

FA = False Alarm
 CR = Cancel & Return
 UTL = Unable To Locate
 AMA = Against Medical Advice
 CB = Code Blue (Full Arrest,CPR in Progress)
 LA = Lift Assist
 NMM = No Medical Merit (AMA not completed)

CARS complete ✓	Date	Time of Dispatch	Time Committed	Time At Scene	Time Available	Inc. #	Location Street Name	Medical Aid	MVA	Structure Fire	Vegetation Fire	Vehicle Fire	Smoke Check	Haz-Mat	Public Assist	Other (Describe)	# of Fatalities	Extrication Eqt Used	Comments: List Number of Patients as Pt x 4 If an IFT, List Destination Here Any Specific Comments, List Here
	3/1	2116	2118	2121	2130	3688	Gifford Springs												Cooking Fire
	3/2	0140	0143	0146	0210	3697	Summit Dr		1										AMA
	3/2	0520	0523	0531	0550	3701	Hwy 175			1									NMM
	3/3	0512	0515	0518	0600	3755	Gifford Springs			2									NMM
	3/4	2139	2142	2152	2200	3869	Alder Ln					1							
	3/6	1157	1157	1205	1315	3945	gordon springs rd		2										1pt c2 ahc
	3/6	1653	1653	1705	1720	3959	sycamore rd					2							
	3/6	1131	1131	1131	1141	3972	Stn 62		3										nmm
	3/7	1109	1109	1120	1124	3992	mountain view rd		4										nmm
	3/7	0704	0704	0712	0805	4035	angelly way		5										1 pt c2 ahc
	3/9	1318	1321		1321	4106	Bleuss ct					3							Cx
	3/9	2200	2202	2240	2300	4136	Butts Canyon			3									Cx at scene. No occupant
	3/9	2327	2330		0337	4138	Highway 175			4									Cx
	3/10	1041	1042	1045	1102	4161	Dogwood Way		6										False Alarm
	3/10	1115	1117		1127	4165	HWY 29/ Wardlaw			5									CR
	3/10	1248	1249	1252	1258	4167	Dogwood Way		7										FA
	3/11	1029	1049	1059	1133	4212	Western Mine rd					1							
	3/15	0414	0417	0421	0428	4425	Golf Rd										1		smoke detector false activation
	3/17	1153	1155	1202	1430	4520	Bottle Rock Rd		8										1 PT C3 AHC
	3/20	1107	1107		1120	4728	seigler springs north		9										CX
	3/21	0823	0823	0830	0845	4777	HWY 175		10										nmm
	3/21	1937	1937	1947	2100	4819	Cobb blvd		11										1pt c2 ahc
	3/22	1142	1145	1151	1156	4852	Greenaway Ct									1			Welfare check
	3/22	1856	1858	1900	1905	4876	Gifford Springs					2							
	3/26	0038	0038	0100	0200	5118	westwood dr					4							Assist kelseville
	3/27	1551	1551	1605	1615	5148	manzanita ln								2				Monitor heater exuast
	3/27	1658	1658	1715	1730	5154	loch lomond rd		12										ama
	3/27	1826	1826	1831	1930	5156	big fir ln		13										1144
	3/28	1701	1701	1705	1715	5212	HWY 175 x Neft									2			1144
	3/29	0607	0610		0625	5293	Jerusalem Grade Rd					5							CR
	3/30	1801	1803		1814	5326	Seigler Canyon rd		14										CR
	3/30	2023	2025	2030	2056	5326	Hoberg Dr		15										PT PRVT TRN

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CAIRS complete <input type="checkbox"/>	Date	Time of Dispatch	Time Committed	Time At Scene	Time Available	Inc. #	Location Street Name	Medical Aid	MVA	Structure Fire	Vegetation Fire	Vehicle Fire	Smoke Check	Haz-Mat	Public Assist	Other (Describe)	# of Fatalities	Extrication Eqt Used	Comments: List Number of Patients as Pt x 4 If an IFT, List Destination Here Any Specific Comments, List Here		
TOTALS:									15	5	5	2	0	2	0	2	1	0	0		
PREVIOUS:									32	4	7	5	0	1	0	4	5	0	0		
YEAR TO DATE:									47	9	12	7	0	3	0	6	6	0	0		

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	3/1	1016	1016	1019	1028	3647	Spruce Grve x HWY 29			1									Non injury T/C
	3/1	1528	1529	1535	1721	3670	Butts Canyon Rd		1										1PT C2 AHC
	3/1	1934	1934		1935	3683	21st Ave, Clearlake		2										CX
	3/1	1936	1936		1937	3682	Burns Valley RD		3										CR
	3/1	1952	1952		1954	3684	Burns Valley RD		4										CR
	3/2	1523	1525		1540	3701	HWY 175			2									CR
	3/2	1512	1513	1514	1625	3728	Santa Clara		5										1 Pt to AHC
	3/2	2142	2143	2152	2258	3746	Knowles #4		6										1 Pt to AHC
	3/3	0511	0513		0525	3755	Gifford Springs			3									Cx
	3/3	0939	0942	1002	1049	3766	Harness		7										Transported by M-59
	3/3	1051	1051		1056	3768	Bush St									1			Lift Assist
	3/3	1218	1218	1219	1242	3772	Donkey Hill									2			Oder Investigation
	3/3	1625	1625	1629	1638	3790	North shore									3			Lift Assist
	3/3	1845	1846		1900	3796	Hwy 175									4			CR
	3/4	1842	1843	1848	1913	3862	Hartmann Rd		8										AMA
	3/5	0409	0410	0418	0533	3876	Yanky Valley Rd		9										1PT C2 AHC
	3/5	1646	1649	1655	1741	3910	Spruce Grove Rd		10										NMM
	3/6	1204	1205	1209	1245	3948	Spruce Grove Rd		11										NMM
	3/7	0658	0700	0708	0830	3981	Napa Ave		12										1PT Flown out of stn 60 by CALSTAR (STEMI)
	3/7	0913	0914	0916	0940	3985	Mountain Meadow N		13										NMM
	3/7	0949	0950	0958	1236	3986	HWY 175		14										CODE BLUE (1144)
	3/7	1554	1557	1621	1729	4010	Olympic #213		15										1PT AHC
	3/7	1638	1639	1642	1755	4013	Greenridge Rd		16										1PT C2 AHC
	3/8	0731	0732	0736	0812	4037	Deer Hill Rd		17										NMM
	3/8	0900	0901	0905	0926	4042	Moonridge Rd		18										AMA
	3/9	1730	1732	1733	1815	4121	Donkey Hill		19										1 Pt to AHC
	3/9	2200	2202	2220	2319	4136	Butts Cyn			4									Non injury T/C
	3/10	0758	0800	0808	0830	4150	Highway 29			5									Non Injury
	3/10	1115	1117	1126	1155	4165	Hgihway 29/Wardlaw			6									Non Injury
	3/11	1031	1031	1046	1537	4214	WESTERN MINE RD					1							
	3/11	1537	1540	1552	1709	4233	POWDER HORN RD		20										1 Pt to AHC

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	3/11	1947	1947	2000	2112	4245	HARTMANN RD @ HWY 29			7									NON-INJURY
	3/12	1059	1059	1105	1220	4286	CALISTOGA ST		21										1 PT to AHC
	3/13	1046	1048	1056	1123	4331	S Hwy 29		22										AMA
	3/14	1236	1236	1246	1405	4391	HOFFACKER LN		23										1 Pt to AHC
	3/16	0509	0509	0516	0610	4486	Sugarbush		24										1 Pt to AHC
	3/16	0741	0741		0756	4433	Aetna Springs		25										cancelled
	3/16	1013	1015	1029	1042	4506	Joseph Trail		26										POV to SLS
	3/16	1042	1042	1049	1054	4505	HWY 29/HWY 53			8									2 PT to AHC
	3/16	1625	1628	1641	1727	4522	Hofacker Ln / HWY 29		27										1 PT to AHC
	3/17	0210	0213	0220	0318	4546	HWY 29		28										1 PT to AHC
	3/17	0540	0545	0546	0651	4553	Hidden Valley Rd		29										1 PT to AHC
	3/17	1022	1024		1045	4563	S. Hwy 29			9									Non Injury
	3/17	1521	1524	1533	1635	4578	Hidden Valley Rd		30										1 Pt to AHC
	3/17	1549	1555	1611	1708	4580	Coyote Valley Rd # 10		31										1 Pt to AHC
	3/17	1635	1635	1640	1700	4583	Old Creek									5			Lift Assist
	3/17	1934	1934	1939	2003	4590	Maple Leaf Ct		32										NMM
	3/17	2051	2053		2104	4596	Lylac				1								Cx
	3/18	0003	0005	0015	0046	4599	S. Hwy 29		33										NMM
	3/18	0916	0917		0923	4618	Halika		34										Cx
	3/18	1033	1034	1054	1115	4625	Burns Vly Rd		35										1 Pt to AHC
	3/19	1433	1434	1443	1454	4693	Hwy 175		36										NMM
	3/19	1609	1610	1618	1746	4695	Bush St		37										1 Pt to AHC
	3/20	1210	1220		1230	4730	S. Hwy 29		38										AMA
	3/20	2216	2217	2220	2235	4760	Harbin Hot Springs		39										NMM
	3/20	0255	0226	0230	0420	4769	Jig Saw		40										1PT C2 AHC
	3/21	0926	0927		0945	4780	Spanish Vallet Trl		41										CR 1144
	3/21	1006	1007	1010	1144	4782	S. Hwy 29		42										1PT C2 AHC
	3/21	2100	2101		2125	4823	Spanish Valley Trl		43										CX
	3/21	0519	0520	0530	0640	4838	Butts Canyon Rd			10									Passed over to AMR
	3/22	1123	1124	1127	1230	4850	Spyglass Rd		44										1PT C2 AHC
	3/23	1337	1338	1340	1355	4925	Station 31		45										NMM

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TOTALS:									58	11	2	1	0	0	1	6	0	0	0	
PREVIOUS:									108	7	6	1	1	1	3	19	2	0	0	
YEAR TO DATE:									166	18	8	2	1	1	4	25	2	0	0	



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

DATE: April 15, 2022
TO: Board of Directors
FROM: 
Gloria Fong
Staff Services Analyst
SUBJECT: Finance Communications

Budget Ledger Report summarizing YTD is with estimated actuals are provided in agenda item for the Fiscal Year 2022-23 Recommended Budget.

Burn permits will be void on May 1st. To date, about 500 permits were issued. Summary to be included in the May finance communications. Mentioned in prior meeting, South Lake County Fire serves as the host for most of the fire districts. As the host, we were receiving fees with the expectation to adjust them out before fiscal year end. This was done last month and is reflected in the budget summary. Future deposits now post funds directly into their accounts.

Wittman's 12-month billing report ending February is attached. Net monthly revenue is averaging \$38,000.

Below are the paid call firefighter hours year to date 03/31/2022. This equates to about \$150,000 (YTD Mar & Apr columns, object 01-11 through 01-13 on the budget summary), excluding district costs (i.e., FICA, Medicare, Unemployment). The budget transfer includes a line for the transfer of \$19,000 which are the overtime hours associated with coverage behind vacancies and various leaves at the Cobb and Hidden Valley Lake stations this fiscal year.

Total Jobs Summary

<u>Name</u>	<u>Code</u>	<u>Hours</u>
Community Event	COMM	46.50
IFT Driver	IFT1	1185.00
IFT Medic	IFT3	677.50
In District Incident	IDI	318.00
Mutual Aid FAE/OP	MAP2	45.00
Mutual Aid FF	MAP1	373.50
Mutual Aid OT FF	MOT1	602.50
Special Assignment	SPEC	205.50
Station Cvg behind Incident	STAI	104.00
Station Duties	STAD	117.00
Training	TRNG	831.25
Unassigned		1477.00
Vehicle Maintenance	VEHM	7.00

Total Pay Type Summary

<u>Pay Type</u>	<u>Reg</u>
Work	5962.50
Holiday	16.00
Sick	32.00

Preparation of next fiscal year's budget has begun, and I expect notification from the County Auditor-Controller's with their timelines in next few weeks. Recommended budget will be due to the Auditor-Controller's Office in May.

The partner, Craig Fechter, of the CPA firm, Fechter & Company, unexpected passed away earlier this month. Their firm will be updating their letters the draft fiscal year 2019 and 2020 financial statements that I am working on finalizing and presenting at the May meeting for Board acceptance. Their firm have been performing the required annual audit since 2005.

Attachments: Wittman's 12-month billing report ending February

1 **BOARD OF DIRECTORS, SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**
2 **COUNTY OF LAKE, STATE OF CALIFORNIA**

3
4 **RESOLUTION NO. 2021-22 23**

5
6 **A RESOLUTION ESTABLISHING AND APPROPRIATING**
7 **OVER-REALIZED/UNANTICIPATED REVENUES FROM FIRE MITIGATION FEES**

8
9 **WHEREAS, GOVERNMENT CODE 29130**, provides that over-realized unanticipated
10 revenue may be available for specific appropriation by a four-fifths vote of the Board at a noticed
11 public hearing held as part of any regular or special meeting of which all members have had
12 reasonable notice; and,

13 **WHEREAS**, the South Lake County Fire Protection District adopts annually the Lake County
14 Fire Mitigation Fee Ordinance in order to collect fees for new Development within the Fire District;
15 and,

16 **WHEREAS**, fees collected are for acquisition of capital facilities in order to ensure the
17 provision of the capital facilities necessary to maintain current levels of fire protection services
18 necessitated by new Development.

19 **NOW, THEREFORE, BE IT RESOLVED AND DIRECTED THAT** the over-realized /
20 unanticipated revenue is hereby appropriated as follows:

21 Decrease 366-0000-461.66-15 \$ _____

22 Increase 357- 9557-502.81-22 \$ _____

23 Increase 357- 9557-795.62-74 \$ _____

24 for the purchase of replacement Engine 6011.

25 **THIS RESOLUTION** was introduced and adopted by the Board of Directors of the South
26 Lake County Fire Protection District on the 19th day of April , 2021 by the following vote:

27 AYES:

28 NOES:

29 ABSENT OR NOT VOTING:

30
31 BY: SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT

32 DEVIN HOBERG, President, Board of Directors:

33
34 ATTEST: Gloria Fong, Clerk to the Board of Directors:



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

DATE: April 12, 2022

TO: Board of Directors

FROM: 
Gloria Fong
Staff Services Analyst

SUBJECT: Fire Agencies Self Insurance System (FASIS) Board of Directors Election Ballot

FASIS, who administers the fire district's workers' compensation program has three expiring positions on their Board for term of July 1, 2022 through June 30, 2025. The Board may either elect to select no more than three candidates, not elect any candidate, or take no action.

Background:

FASIS was formed in 1984, is a statewide self-insured joint powers authority operating as risk-sharing pool to cover the workers' compensation losses of its district members. An eleven-member Board of Directors has fiduciary responsibility of following rules set out in the governing documents that contain provisions on funding of losses, self-insurance, excess coverage and respective powers.

FASIS also has other services such as the Employee Assistance Program, which the fire district participates in and risk management training resources. Please visit their website www.fasisjpa.org for additional information.



FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200
Sacramento, CA 95833
800 541-4591 Fax 916-244-1199

April 4, 2022

OFFICIAL ELECTION BALLOT FOR THE ELECTION OF THREE EXPIRING POSITIONS ON THE FASIS BOARD OF DIRECTORS

Dear FASIS Members:

An election is to be held to fill three positions on the FASIS Board of Directors that will expire on June 30, 2022. Each position's new term will span from July 1, 2022, through June 30, 2025.

Included with this transmittal message is an official election ballot for the three expiring positions. As there are several candidates running for the expiring positions, the three candidates that receive the most votes will fill these positions.

Please take this opportunity to complete and sign a physical copy of the enclosed ballot and return it to **FASIS no later than May 6, 2022:**

FASIS, c/o Sedgwick
1750 Creekside Oaks Drive, Suite 200
Sacramento, California 95833

Please contact Deni Banyard, at (916) 244-1178, or deni.banyard@sedgwick.com, if you have any questions or would like to send your completed ballots electronically. You may also send via fax to (916) 244-1199.

***** Ballots received after the May 6, 2022, deadline will not be counted. *****



FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200
 Sacramento, CA 95833
 800-541-4591 Fax 916-244-1199

FASIS Board of Directors – Official Election Ballot

In response to a Call for Letters of Interest and Nomination Form, the FASIS Nominating Committee has received the following submissions for THREE (3) Board of Directors positions that will expire on June 30, 2022. The Nominating Committee is recommending the following candidates for consideration by the full membership. A brief summary of each candidate’s related experience is included with this ballot.

OFFICIAL BALLOT – FASIS 2022 BOARD OF DIRECTORS ELECTION

Please clearly mark an X in only THREE (3) of the following boxes, or mark the “none of the above” box.

Candidates for three (3) expiring positions on the FASIS Board of Directors Term of July 1, 2022, through June 30, 2025	VOTE (X)
*Vacaville Fire Protection District – Mr. Howard Wood, Fire Chief	<input type="checkbox"/>
*Sonoma Valley Fire District – Mr. Stephen Akre, Fire Chief	<input type="checkbox"/>
American Canyon Fire Protection District – Mr. Michael Cahill, Fire Chief	<input type="checkbox"/>
Penryn Fire Protection District – Ms. Susan Mahoney, Board Secretary	<input type="checkbox"/>

**Incumbent Board Member*

OR

<i>None of the potential candidates listed above.</i>	<input type="checkbox"/>
---	--------------------------

Signature of person completing on behalf of your District: _____ Print Name: _____ Position Title: _____ District Address: _____ Date completed: _____ E-mail: _____

Please return the completed, signed ballot via one of the following *before May 6, 2022*:

Mail: FASIS, c/o Sedgwick, 1750 Creekside Oaks Drive, Suite #200, Sacramento, CA 95833
Fax: (916) 244-1199
Email: deni.banyard@sedgwick.com

Your vote is very important. Please vote and return your official ballot by May 6, 2022.

**CANDIDATES FOR THE FASIS BOARD OF DIRECTORS
TO FILL THREE (3) EXPIRING POSITIONS
FOR A TERM OF JULY 1, 2022, THROUGH JUNE 30, 2025**

CANDIDATES' SUMMARY OF EXPERIENCE

District	Candidates' Name	Summary of Experience
*Vacaville Fire Protection District	Mr. Howard Wood, Fire Chief	Chief Wood has participated on the Board since it was formed. He has been involved and makes almost all meetings. Currently, he holds the position of President on the Board.
*Sonoma Valley Fire District	Mr. Stephen Akre, Fire Chief	I am very interested in being re-elected as a member of the FASIS Board and continuing to serve our Fire Districts as your Vice-President. I hope to continue to be a part of the collaborative work of FASIS to ensure the best worker's compensation program for both Fire Districts and our employees in the most cost-effective manner possible. In my time on the Board, we have made significant progress by re-investing reserves into a more cost effective second tier of coverage and have expanded our opportunities for annual physicals. We are also taking important steps to address the current issue of behavioral health in the fire service. We are exploring consolidation with the FDAC EBA in order to provide better services to our member Districts. In my position as Fire Chief of Sonoma Valley Fire District, I continue to be actively involved in all aspects of improving Fire and Emergency services on both a local and regional level. I am currently serving as the President of the Sonoma County Fire Districts Association and the REDCOM Board (Fire and EMS Dispatch JPA) as well as a Board member of the FDAC EBA JPA. I feel that these experiences and connections allow me the opportunity to serve and represent the interests and concerns of not only the SVFD, but of other Districts in Sonoma County and throughout the State. The SVFD, (formerly Valley of the Moon Fire District) has been a long-standing member and representative on the FASIS Board and I humbly ask for your consideration in allowing me to continue to serve on the FASIS Board.
American Canyon Fire Protection District	Mr. Michael Cahill, Fire Chief	Fire Chief/CEO of the American Canyon Fire Protection District. I have held numerous Board and related type positions over the course of my 40+ years in the Fire Service. I am a strong advocate for local government agencies joining forces to better serve themselves in markets like pooled insurance and joint purchasing. FASIS has had a long history of supporting California Fire Districts in providing better access to Worker's Comp coverage and controlling costs. I believe that this type of organization requires active and engaged industry leadership to continue the valued work that has been done in the past. I would be willing to serve on the Board and would appreciate the opportunity to be considered as a candidate for one of the three upcoming openings on the FASIS Board of Directors.
Penryn Fire	Ms. Susan Mahoney,	Director Mahoney has a wealth of experience in the public sector having been


Protection District	Board Secretary	the Management Services Director of the City of Indio and she recently retired from her position as the Finance Director for the City of Wheatland. She is on the contract and finance oversight committee for the Penryn Fire Protection District. She is also part of the Committee for future inter-district cooperation.
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* Incumbent Member to the FASIS Board of Directors



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

DATE: April 15, 2022
TO: Board of Directors
FROM: 
Gloria Fong
Staff Services Analyst
SUBJECT: FISCAL YEAR 2022-23 RECOMMENDED BUDGET

For the Board's consideration is the attached the Recommended Budget prepared for submission to the County Auditor-Controller's Office. Their amounts are primarily this year's adopted, adjusted based on current fiscal year estimated actuals.

The intent is to present the recommended budget for discussion and/or direction, table to May meeting for adoption. This is being done so the Board has additional time to review it.

The following four pages contain the amounts for the fiscal year 2022-23 recommended budget and estimated actuals for 2021-22. As stated in the Auditor-Controller's budget letter, the fire district is responsible for submitting a 'balanced' budget. In past meetings, Directors have mentioned wanting to be made aware of expenses. These are not identified in the budget being submitted because there is no revenue source identified to back the expense. These items are:

- Hidden Valley Lake fire station construction – Cost is unknown until plans are prepared, estimate at over \$1 million
- Replacement engines for Hidden Valley Lake and Cobb fire stations – costs unknown, identified in the fire mitigation fee capital fire facility and equipment plan as \$450,000 and realistically is around \$650,000.
- Replacement water tender for the Middletown fire station – cost unknown, identified in the fire mitigation fee capital fire facility and equipment plan as \$200,000 and realistically is around \$450,000.

Amounts for the recommended are taken from this year's adopted and estimated actual amounts.

Determining the actual helps to identify the fund balance carryover/balance forward, which is estimated at \$1,718,349.87 for the general operating fund 357. 366 is provided as information only. It is the fire mitigation fee capital fire facility and equipment plan that's used to for budgeting purposes. The carryover/balance forward is estimated at \$184,467.80.

General operating fund 357 carryover/balance forward is reduced from \$1,718,349.87 to \$1,301,523 for the following to increase reserve accounts:

- \$25,000 – the fifth of five payments for grant funds from Redbud Healthcare District, to be returned to reserves, which were used to purchased Ambulance 6311.
- \$9,495 – mutual aid/assistance by hire, the equipment portion to be set aside for future equipment purchases (attachment details receipt of \$54,140.07).

- \$382,331.72 – inter government transfer funds (IGT) to be set aside medical services / equipment (\$255,416.10 fiscal year 2019-20 and \$126,915.62 remainder of 2020 calendar year 7/1/20 to 12/31/20). A resolution will be presented to make this formal action.

Summary

Accounts Payable:

FICA/Medicare & Unemployment Insurance increased – this fiscal year's is underestimated.

Professional, Specialized Services – increased per the Cal Fire agreement three-year agreement by 5% from \$3,757,212 to \$3,945,072. This is the final of the three-year agreement. A new three-year agreement will be presented in the fiscal year 2022-23 year.

Contingencies from \$180,674 to \$425,181. It is my suggest that some of these funds go into reserves. In the meantime it is used to be able to submit a balanced budget to the County Auditor-Controller's office.

Revenue:

Property Taxes is increased to this year's estimated actual amount. Supplemental and prior aren't typically budgeted as these are not set amounts and vary from year to year.

Other governmental is decreased by the payment from Redbud Healthcare District as mentioned earlier and the amount of the Middletown and Cobb Evacuation Grant funds. It is unknown if this amount will be reimbursed this fiscal year or next fiscal year. A resolution will be presented to formalize the increase in next fiscal year.

Institutional Care and Services is reduced by the \$160,000 IGT funds. It is uncertain where this program lies at this time. If funds are available, a resolution can be presented to formalize the increase in the budget.

Other current services is increased based on the CPI increase presented at the March meeting. \$2,061,965.84 minus 12% delinquency rate.

357 Accounts Payable and Revenue YTD March attachments are a duplicate of the Summary and are included to show the components.

Graph of last 12 years, comparison between revenue, reserves and expenditures.

Attachments:

- YTD Summary & 2022-23 Recommended
- Mutual Aid/Assistance by hire funds received
- 357 Accounts Payable YTD Mar
- 357 Revenue YTD Mar
- County Auditor-Controller Budget Letter
- Budget Procedures Calendar with Forms
- Budget Packet Transmittal to County Auditor-Controller
- Graph

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Ledger Report-FYE 06/30/22

Summary Report by Budget Exp Acct
 Run Date: 04/15/2022 03:55:26pm By: GF

							RECOMMENDED	
Accts Payable	FUND 357 OPERATING		Orig Budget	Adj Budget	YTD MAR	APR	EST ACT	FY 2022-23
OBJECT 01-11	Salaries & Wages-Permanent		6,000.00	6,000.00	4,700.00	500.00	6,200.00	6,000.00
01-12	Salaries & Wages-Temporary		110,000.00	154,210.00	115,779.18	9,442.81	144,107.61	110,000.00
01-13	Salaries & Wages-Overtime		35,000.00	35,000.00	19,300.28		19,300.28	35,000.00
02-21	FICA/Medicare-Emplyr Share		3,000.00	13,000.00	10,899.67	791.22	13,273.33	12,000.00
03-30	Insurance		33,900.00	33,900.00	23,888.80	541.44	25,513.12	33,900.00
03-31	Unemployment Insurance		2,400.00	2,400.00	2,393.30	157.07	2,864.51	5,000.00
04-00	Workers Compensation		29,620.00	29,620.00	18,189.00	8,294.00	26,483.00	29,620.00
09-00	Payroll Clearing		0.00	0.00	39,145.47	-11,812.70		0.00
11-00	Clothing & Personal Supplies		24,000.00	24,000.00	5,956.64	806.63	8,376.53	24,000.00
12-00	Communications		22,000.00	41,862.00	25,971.95	857.13	28,543.34	22,000.00
13-00	Food		2,500.00	2,500.00	1,204.17	276.46	2,033.55	2,500.00
14-00	Household Expense		15,000.00	15,000.00	2,441.16	586.47	4,200.57	15,000.00
15-10	Insurance-Other		53,000.00	53,000.00	51,789.00		51,789.00	53,000.00
17-00	Maintenance-Equipment		38,300.00	63,300.00	57,492.28	5,126.25	72,871.03	38,300.00
18-00	Maint-Bldgs & Imprvmts		87,632.00	87,632.00	28,265.30	20,280.58	89,107.04	87,632.00
19-40	Medical Expense		46,500.00	46,500.00	35,524.68	2,563.68	43,215.72	46,500.00
20-00	Memberships		6,200.00	6,200.00	1,700.00		1,700.00	6,200.00
22-70	Office Supplies		3,000.00	3,000.00	2,376.17	2,153.27	8,835.98	3,000.00
22-71	Postage		7,220.00	7,220.00	2,365.43	351.61	3,420.26	7,220.00
23-80	Professional, Specialized Svc		3,820,911.00	3,728,701.00	1,354,973.08	741,220.22	2,837,413.52	4,008,772.00
24-00	Publications & Legal Ntcs		1,100.00	1,100.00	245.28		735.84	1,100.00
27-00	Small Tools & Instruments		3,500.00	3,500.00	1,406.47		4,219.41	3,500.00
28-30	Special Dept Supp & Svcs		66,400.00	154,880.00	124,609.47	17,181.93	176,155.26	66,400.00
28-48	Special Dept Ambulance Exp		92,000.00	118,000.00	112,711.56		112,711.56	92,000.00
29-50	Transportation & Travel		2,000.00	6,000.00	4,930.86	3,175.88	14,458.50	10,000.00
30-00	Utilities		75,400.00	75,400.00	53,424.03	5,437.67	69,737.04	75,400.00
38-00	Inventory Items		20,000.00	47,643.00	20,311.23	27,197.87	101,904.84	20,000.00
48-00	Taxes & Assessments		200.00	200.00	132.69		132.69	200.00
61-60	Bldgs & Imprv		0.00	23,400.00	23,400.00		23,400.00	
62-72	Autos & Light Trucks		0.00	0.00	0.00		0.00	
62-74	Cap FA-Eqt Other		0.00	535,746.00	155,306.57	10,191.19	215,880.14	
62-79	Cap FA-Pr Year		0.00	76,310.00	76,309.45	4,823.13	90,778.84	
	<i>SUBTOTAL</i>		4,606,783.00	5,395,224.00	2,377,143.17	850,143.81	4,199,362.51	4,814,244.00
90-91	Contingencies		180,674.00	10,620.00	0.00		0.00	425,181.00
			4,787,457.00	5,405,844.00	2,377,143.17	850,143.81	4,199,362.51	5,239,425.00

							RECOMMENDED	
Revenue	FUND 357 OPERATING		Orig Budget	Adj Budget	YTD MAR	APR	EST ACT	FY 2022-23
GL 411	Property Taxes		1,440,700.00	1,440,700.00	868,627.26		1,563,661.07	1,563,661.00
422	Permits		15,000.00	15,000.00	16,502.00	-843.00	15,659.00	15,000.00
441	Revenue from Use of Money		25,000.00	25,000.00	1,367.60		5,470.40	25,000.00
453	State Aid		47,000.00	47,000.00	181,053.97		187,711.12	48,000.00
455	Other Federal		0.00	0.00	0.00		0.00	0.00
456	Other Government Agencies		99,080.00	602,304.00	0.00	400.00	254,786.57	74,080.00
465	Public Protection		560,000.00	560,000.00	911,210.29	41,001.13	1,012,211.42	400,000.00
466	Other Current Services		1,776,696.00	1,776,696.00	1,143,706.85		1,766,338.85	1,812,161.20
491	Other		0.00	0.00	95,227.81		95,227.81	0.00
492	Other Revenue		0.00	35,500.00	42,053.94	15,203.37	57,257.31	0.00
502	Operating Transfers		0.00	0.00	0.00		30,000.00	0.00
			3,963,476.00	4,502,200.00	3,259,749.72	55,761.50	4,988,323.55	3,937,902.20
	Fund Balance (carry over FY beg. 07/01/21)		823,981.83	929,388.83	929,388.83		929,388.83	1,301,523.00
	Fund Balance YTD				1,811,995.38		1,718,349.87	5,239,425.20
	Apr payables				857,447.12			
	Apr Cash Receipts (MTD 04/14/22)				43,210.13			

Revenue	FUND 357 OPERATING	Orig Budget	Adj Budget	YTD MAR	APR	EST ACT	FY 2022-23
Reserves							
	391-01 General			90,554.00		90,554.00	90,554.00
	392-00 Unreserved-Designated			2,685,445.00		2,685,445.00	2,685,445.00
	392-04 Equipment Reserve			985,351.00		985,351.00	994,846.00
	392-12 Medical Insurance Reserve			224,888.00		224,888.00	224,888.00
	392-25 Medical Svcs & Eqpt Reserve			1,017,455.00		1,017,455.00	1,424,786.00
	TOTAL FUND EQUITY (04/11/22)			6,001,451.39		6,722,042.87	

Revenue	FUND 366 FIRE MITIGATION FEE	Orig Budget	Adj Budget	YTD MAR	APR	EST ACT
GL 441	Revenue from Use of Money	0.00	0.00	82.43		329.72
461	Charges for Services	0.00	0.00	133,702.00	4,769.00	108,471.00
502	Operating Transfers	0.00	0.00	0.00		
		0.00	0.00	133,784.43	4,769.00	108,800.72
	Fund Balance (carry over FY beg. 07/01/21)			75,667.08		75,667.08
	Fund Balance YTD			209,451.51		184,467.80
	Apr Cash Receipts (MTD 04/14/22)			4,769.00		
	TOTAL FUND EQUITY (04/11/22)			214,220.51		

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Revenue Ledger Report

Summary Report by Budget Rev Acct
 Run Date: 04/15/2022 03:55:26pm By: GF

357-9557 (Bud So Lk Co Fire Prot Dist / BUDGET UNIT: So Lk Co Fire Prot Dist						FY 2022-23 RECOMMENDED			
GL	OBJECT	SUB Description	Orig Budget	Adj Budget	YTD MAR	EST ACT	EST ACT/GL	OBJECT	GL
411		Property Taxes					1,563,661.07		1,563,661.00
	10-10	Current Secured							
		CA county admin fee	-28,000.00	-28,000.00	-20,708.00	-20,708.00		-20,708.00	
		LA LAFCO	-3,300.00	-3,300.00	-5,014.00	-5,014.00		-5,014.00	
		LS local secured-AB8 teeter	1,388,000.00	1,388,000.00	817,801.46	1,486,911.75		1,498,668.00	
		PU public utilitarian	60,000.00	60,000.00	34,076.48	60,000.00		60,000.00	
	10-15	ERAF-SRAF							
	--		0.00	0.00	0.00	0.00		0.00	
	10-20	Current Unsecured							
	--		24,000.00	24,000.00	30,715.31	30,715.31		30,715.00	
	10-25	Supp 813-Current							
	--		0.00	0.00	7,030.68	7,030.68		0.00	
	10-30	Prior Secured							
	--		0.00	0.00	0.00	0.00		0.00	
	10-35	Supp 813-Prior							
	--		0.00	0.00	3,968.12	3,968.12		0.00	
	10-40	Prior Unsecured							
	--		0.00	0.00	757.21	757.21		0.00	
422		Permits					15,659.00		15,000.00
	21-60	Other							
	--	burn permits	15,000.00	15,000.00	16,502.00	15,659.00		15,000.00	
441		Revenue from Use of Money					5,470.40		25,000.00
	42-01	Interest							
	--		25,000.00	25,000.00	1,367.60	5,470.40		25,000.00	
453		State Aid					187,711.12		48,000.00
	54-60	HOPTR							
	--		12,000.00	12,000.00	6,657.15	13,314.30		13,000.00	
	54-70	Disaster Rev Loss Backfil							
	--		0.00	0.00	0.00			0.00	
	54-90	Other							
	AB	ABH	2,500.00	2,500.00	135,501.00	135,501.00		2,500.00	
	OE	OES	32,500.00	32,500.00	38,895.82	38,895.82		32,500.00	
455		Other Federal							
	55-40	Disaster Relief							
	--	HMGP	0.00	0.00	0.00			0.00	
456		Other Government Agencies					254,786.57		74,080.00
	56-30	Other							
	--		0.00	503,224.00	0.00	155,306.57		0.00	
	NA	Napa Agmt	74,080.00	74,080.00	0.00	74,080.00		74,080.00	
	RH	Redbud Health Care District	25,000.00	25,000.00	0.00	25,000.00		0.00	
	TB	CalFire training bureau	0.00	0.00	0.00	400.00		0.00	
465		Public Protection					1,012,211.42		400,000.00
	68-60	Instnl Care & Svc (Ambulance)							
	--		400,000.00	400,000.00	3,849.07	3,849.07		400,000.00	
	GE	GEMT	0.00	0.00	-39,229.45	-39,229.45		0.00	
	IG	IGT	160,000.00	160,000.00	635,659.72	635,659.72		0.00	
	WF	WFB Transfers	0.00	0.00	310,930.95	411,932.08		0.00	
	WO	Pmts - W/O Accts	0.00	0.00	0.00			0.00	
466		Other Current Services					1,766,338.85		1,812,161.00
	69-20	Other							
	FC	Guenoc Devlpmnt Fire Consultar	0.00	0.00	0.00			0.00	
	69-29	Fire Protection							
	CA	county admin fee	-2,368.00	-2,368.00	0.00	-2,368.00		-2,368.00	
	CP	CS preroll	17,220.00	17,220.00	14,734.70	14,734.70			
	CS	CS apportionment	1,748,933.00	1,748,933.00	1,070,804.42	1,695,804.42		1,814,529.00	
	DP	DS preroll	12,911.00	12,911.00	12,911.24	12,911.24			
	DS	DS apportionment	0.00	0.00	45,256.49	45,256.49		0.00	
491		Other					95,227.81		0.00
	79-50	Revenue - Prior Year							
	--		0.00	0.00	95,206.16	95,206.16		0.00	
	79-70	Sales - Miscellaneous							

GL	OBJECT	SUB	Description	Orig Budget	Adj Budget	YTD MAR	EST ACT	EST ACT/GL	OBJECT	GL
		--		0.00	0.00	21.65	21.65		0.00	
492			Other Revenue					57,257.31		0.00
	79-90		Miscellaneous							
		--		0.00	35,500.00	35,810.00	51,013.37		0.00	
	79-91		Cancelled Checks							
		--		0.00	0.00	1,702.91	1,702.91		0.00	
	79-92		Insurance Rebates							
		--		0.00	0.00	4,541.03	4,541.03		0.00	
	79-93		Insurance Proceeds							
		--		0.00	0.00	0.00			0.00	
502			Operating Transfers					30,000.00		0.00
	81-22		In							
		--		0.00	0.00	0.00	30,000.00		0.00	
	81-23		Out							
		--		0.00	0.00	0.00			0.00	
				3,963,476.00	4,502,200.00	3,259,749.72	4,988,323.55	4,988,323.55	3,937,902.00	3,937,902.00

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

357-9557-795 (Budget Exp Acct)	So Lk Co Fire Prot Dist /	Orig Budget		Adj Budget		Expenditures Accts Payable	Unencumbered Balance	% Committed	% Available
		So Lk Co	Fire Prot Dist	So Lk Co	Fire Prot Dist				
01-11 Salaries & Wages-Permanent									
D directors		6,000.00		6,000.00		4,700.00	1,300.00	78.33	21.67
* 01-11 Subtotal		6,000.00		6,000.00		4,700.00	1,300.00	78.33	21.67
01-12 Salaries & Wages-Temporary									
C pc captain		10,000.00		10,000.00		22,732.00	-12,732.00	227.32	-127.32
E pc engineer		7,000.00		7,000.00		0.00	7,000.00	0.00	100.00
F pc firefighter		35,000.00		79,210.00		26,255.75	52,954.25	33.15	66.85
FC fire consultant		0.00		0.00		0.00	0.00	N/A	N/A
I pc ift/ems specialist		0.00		0.00		3,952.00	-3,952.00	N/A	N/A
O pc operator		10,000.00		10,000.00		25,405.50	-15,405.50	254.06	-154.06
OC ooc-pc captain		0.00		0.00		0.00	0.00	N/A	N/A
OE ooc-pc engineer		0.00		0.00		0.00	0.00	N/A	N/A
OF ooc-pc firefighter		0.00		0.00		6,431.04	-6,431.04	N/A	N/A
OO ooc-pc operator		0.00		0.00		2,336.26	-2,336.26	N/A	N/A
OS office technician		48,000.00		48,000.00		28,666.63	19,333.37	59.72	40.28
UC UNCLEARED CHECKS		0.00		0.00		0.00	0.00	N/A	N/A
* 01-12 Subtotal		110,000.00		154,210.00		115,779.18	38,430.82	75.08	24.92
01-13 Salaries & Wages-Overtime									
C pc captain		0.00		0.00		0.00	0.00	N/A	N/A
E pc engineer		0.00		0.00		0.00	0.00	N/A	N/A
F pc firefighter		35,000.00		35,000.00		13,719.78	21,280.22	39.20	60.80
O pc operator		0.00		0.00		5,476.71	-5,476.71	N/A	N/A
S office technician		0.00		0.00		103.79	-103.79	N/A	N/A
* 01-13 Subtotal		35,000.00		35,000.00		19,300.28	15,699.72	55.14	44.86
02-21 FICA/Medicare-Emplyr Share									
FC FICA pc captain		0.00		0.00		1,409.39	-1,409.39	N/A	N/A
FD FICA directors		0.00		0.00		291.40	-291.40	N/A	N/A
FE FICA pc engineer		0.00		0.00		0.00	0.00	N/A	N/A
FF FICA pc firefighter		2,400.00		2,400.00		3,296.09	-896.09	137.34	-37.34
FG FICA FIre Consultant		0.00		0.00		0.00	0.00	N/A	N/A
FI FICA pc ift/ems specialist		0.00		0.00		245.03	-245.03	N/A	N/A
FO FICA pc operator		0.00		0.00		1,640.64	-1,640.64	N/A	N/A
FS FICA office technician		0.00		10,000.00		1,951.17	8,048.83	19.51	80.49
MC Medicare pc captain		0.00		0.00		329.62	-329.62	N/A	N/A
MD Medicare directors		0.00		0.00		68.15	-68.15	N/A	N/A
ME Medicare pc engineer		0.00		0.00		0.00	0.00	N/A	N/A
MF Medicare pc firefighter		600.00		600.00		770.83	-170.83	128.47	-28.47
MG Medicare fire consultant		0.00		0.00		0.00	0.00	N/A	N/A
MI Medicare pc ift/ems specialist		0.00		0.00		57.31	-57.31	N/A	N/A
MO Medicare pc operator		0.00		0.00		383.71	-383.71	N/A	N/A
MS Medicare office technician		0.00		0.00		456.33	-456.33	N/A	N/A
* 02-21 Subtotal		3,000.00		13,000.00		10,899.67	2,100.33	83.84	16.16
03-30 Insurance									
C health-current		3,600.00		3,600.00		2,700.00	900.00	75.00	25.00
E EAP-pcfs		3,000.00		3,000.00		2,156.88	843.12	71.90	28.10
G group life-pcfs		2,800.00		2,800.00		1,788.80	1,011.20	63.89	36.11
I inj/illness inc prot-pcts		2,000.00		2,000.00		2,738.00	-738.00	136.90	-36.90
M csfa membership-pcfs		2,500.00		2,500.00		0.00	2,500.00	0.00	100.00
R health-retired		20,000.00		20,000.00		14,505.12	5,494.88	72.53	27.47
* 03-30 Subtotal		33,900.00		33,900.00		23,888.80	10,011.20	70.47	29.53

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

357-9557-795 (Budget Exp Acct)	So Lk Co Fire Prot Dist /	Orig Budget		Adj Budget		Expenditures Accts Payable	Unencumbered Balance	% Committed	% Available
		So Lk Co	Fire Prot Dist	So Lk Co	Fire Prot Dist				
03-31 Unemployment Insurance									
DC sdi pc captain			0.00		0.00	497.00	-497.00	N/A	N/A
DD sdi directors			0.00		0.00	175.40	-175.40	N/A	N/A
DE sdi pc engineer			0.00		0.00	0.00	0.00	N/A	N/A
DF sdi pc firefighter			0.00		0.00	1,008.04	-1,008.04	N/A	N/A
DG sdi fire consultant			0.00		0.00	0.00	0.00	N/A	N/A
DI sdi pc ift/ems specialist			0.00		0.00	133.53	-133.53	N/A	N/A
DO sdi pc operator			0.00		0.00	296.42	-296.42	N/A	N/A
DS sdi office technician			0.00		0.00	217.00	-217.00	N/A	N/A
EC ett pc captain			0.00		0.00	13.99	-13.99	N/A	N/A
ED ett director			0.00		0.00	4.70	-4.70	N/A	N/A
EE ett pc engineer			0.00		0.00	0.00	0.00	N/A	N/A
EF ett pc firefighter		2,400.00		2,400.00		26.94	2,373.06	1.12	98.88
EG ett fire consultant			0.00		0.00	0.00	0.00	N/A	N/A
EI ett pc ift/ems specialist			0.00		0.00	3.97	-3.97	N/A	N/A
EO ett pc operator			0.00		0.00	9.31	-9.31	N/A	N/A
ES ett office technician			0.00		0.00	7.00	-7.00	N/A	N/A
* 03-31 Subtotal			2,400.00		2,400.00	2,393.30	6.70	99.72	0.28
04-00 Workers Compensation									
NA non safety,administration			3,536.00		3,536.00	2,652.00	884.00	75.00	25.00
NM non safety,municipality			312.00		312.00	234.00	78.00	75.00	25.00
SB safety,base-pcfs			12,408.00		12,408.00	9,306.00	3,102.00	75.00	25.00
SW safety,wages-pcfs			13,364.00		13,364.00	5,997.00	7,367.00	44.87	55.13
* 04-00 Subtotal			29,620.00		29,620.00	18,189.00	11,431.00	61.41	38.59
09-00 Payroll Clearing									
00 payroll clearing,WFB			0.00		0.00	47,947.55	-47,947.55	N/A	N/A
AD association dues pcfs			0.00		0.00	-8,802.08	8,802.08	N/A	N/A
* 09-00 Subtotal			0.00		0.00	39,145.47	-39,145.47	N/A	N/A
11-00 Clothing & Personal Supplies									
B boot allowance			1,000.00		1,000.00	0.00	1,000.00	0.00	100.00
P personal protective eqt			20,000.00		20,000.00	2,228.32	17,771.68	11.14	88.86
U uniform items			3,000.00		3,000.00	3,728.32	-728.32	124.28	-24.28
* 11-00 Subtotal			24,000.00		24,000.00	5,956.64	18,043.36	24.82	75.18
12-00 Communications									
60 Sta 60 Middletown			7,000.00		26,862.00	13,572.91	13,289.09	50.53	49.47
62 Sta 62 Cobb			7,000.00		7,000.00	4,208.78	2,791.22	60.13	39.87
63 Sta 63 Hidden Valley Lake			7,000.00		7,000.00	2,450.33	4,549.67	35.00	65.00
64 Sta 64 Loch Lomond			0.00		0.00	0.00	0.00	N/A	N/A
A Amador			1,000.00		1,000.00	5,739.93	-4,739.93	573.99	-473.99
* 12-00 Subtotal			22,000.00		41,862.00	25,971.95	15,890.05	62.04	37.96
13-00 Food									
60 Sta 60 Middletown			1,500.00		1,500.00	954.74	545.26	63.65	36.35
62 Sta 62 Cobb			500.00		500.00	139.39	360.61	27.88	72.12
63 Sta 63 Hidden Valley Lake			500.00		500.00	110.04	389.96	22.01	77.99
* 13-00 Subtotal			2,500.00		2,500.00	1,204.17	1,295.83	48.17	51.83
14-00 Household Expense									
60 Sta 60 Middletown			7,000.00		7,000.00	583.55	6,416.45	8.34	91.66
62 Sta 62 Cobb			5,000.00		5,000.00	968.52	4,031.48	19.37	80.63
63 Sta 63 Hidden Valley Lake			2,000.00		2,000.00	825.37	1,174.63	41.27	58.73

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

357-9557-795 (Budget Exp Acct)	So Lk Co Fire Prot Dist /	Orig Budget		Adj Budget		Expenditures Accts Payable	Unencumbered Balance	% Committed	% Available
		So Lk Co	Fire Prot Dist	So Lk Co	Fire Prot Dist				
14-00 Household Expense									
64 Sta 64 Loch Lomond				1,000.00	1,000.00	63.72	936.28	6.37	93.63
* 14-00 Subtotal				15,000.00	15,000.00	2,441.16	12,558.84	16.27	83.73
15-10 Insurance-Other									
60 Sta 60 Middletown		40,000.00		40,000.00		40,192.77	-192.77	100.48	-0.48
62 Sta 62 Cobb		5,000.00		5,000.00		5,315.55	-315.55	106.31	-6.31
63 Sta 63 Hidden Valley Lake		5,000.00		5,000.00		3,301.30	1,698.70	66.03	33.97
64 Sta 64 Loch Lomond		3,000.00		3,000.00		2,979.38	20.62	99.31	0.69
* 15-10 Subtotal		53,000.00		53,000.00		51,789.00	1,211.00	97.72	2.28
17-00 Maintenance-Equipment									
60 Sta 60 Middletown		15,000.00		40,000.00		19,582.67	20,417.33	48.96	51.04
62 Sta 62 Cobb		7,000.00		7,000.00		24,122.79	-17,122.79	344.61	-244.61
63 Sta 63 Hidden Valley Lake		7,000.00		7,000.00		9,986.66	-2,986.66	142.67	-42.67
64 Sta 64 Loch Lomond		7,000.00		7,000.00		3,421.56	3,578.44	48.88	51.12
A Amador		2,300.00		2,300.00		378.60	1,921.40	16.46	83.54
* 17-00 Subtotal		38,300.00		63,300.00		57,492.28	5,807.72	90.83	9.17
18-00 Maint-Bldgs & Imprvmts									
60 Sta 60 Middletown		40,000.00		40,000.00		21,830.43	18,169.57	54.58	45.42
62 Sta 62 Cobb		13,000.00		13,000.00		2,014.49	10,985.51	15.50	84.50
63 Sta 63 Hidden Valley Lake		13,000.00		13,000.00		2,573.77	10,426.23	19.80	80.20
64 Sta 64 Loch Lomond		7,000.00		7,000.00		1,044.06	5,955.94	14.92	85.08
FS FS Bldg		7,000.00		7,000.00		777.73	6,222.27	11.11	88.89
T Trng Tower, Roof Prop		7,632.00		7,632.00		24.82	7,607.18	0.33	99.67
* 18-00 Subtotal		87,632.00		87,632.00		28,265.30	59,366.70	32.25	67.75
19-40 Medical Expense									
MS Medical Supplies		40,000.00		40,000.00		32,621.15	7,378.85	81.55	18.45
MW Medical Waste Disp		2,000.00		2,000.00		736.95	1,263.05	36.85	63.15
O Oxygen		4,500.00		4,500.00		2,166.58	2,333.42	48.15	51.85
* 19-40 Subtotal		46,500.00		46,500.00		35,524.68	10,975.32	76.40	23.60
20-00 Memberships									
F FDAC		700.00		700.00		200.00	500.00	28.57	71.43
L Lake Co Fire Chiefs		5,500.00		5,500.00		1,500.00	4,000.00	27.27	72.73
PC assoc dues-pcfs		0.00		0.00		0.00	0.00	N/A	N/A
* 20-00 Subtotal		6,200.00		6,200.00		1,700.00	4,500.00	27.42	72.58
22-70 Office Supplies									
60 Sta 60 Middletown		2,000.00		2,000.00		1,837.55	162.45	91.88	8.12
62 Sta 62 Cobb		500.00		500.00		295.98	204.02	59.20	40.80
63 Sta 63 Hidden Valley Lake		500.00		500.00		242.64	257.36	48.53	51.47
64 Sta 64 Loch Lomond		0.00		0.00		0.00	0.00	N/A	N/A
* 22-70 Subtotal		3,000.00		3,000.00		2,376.17	623.83	79.21	20.79
22-71 Postage									
60 Sta 60 Middletown		7,220.00		7,220.00		2,365.43	4,854.57	32.76	67.24
62 Sta 62 Cobb		0.00		0.00		0.00	0.00	N/A	N/A
63 Sta 63 Hidden Valley Lake		0.00		0.00		0.00	0.00	N/A	N/A
* 22-71 Subtotal		7,220.00		7,220.00		2,365.43	4,854.57	32.76	67.24
23-80 Professional, Specialized Svc									
AB ambulance billing svcs		35,000.00		35,000.00		22,766.96	12,233.04	65.05	34.95

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

		Orig Budget		Adj Budget		Expenditures	Unencumbered Balance	% Committed	% Available
		So Lk Co	Fire Prot Dist	So Lk Co	Fire Prot Dist	Accts Payable			
357-9557-795	(Budget Exp Acct) So Lk Co Fire Prot Dist								
23-80	Professional, Specialized Svc								
CF	CalFire	3,757,211.00		3,652,001.00		1,298,290.44	2,353,710.56	35.55	64.45
PY	payroll services	5,800.00		5,800.00		4,756.99	1,043.01	82.02	17.98
SP	legal,audit,specialty svcs	22,900.00		35,900.00		29,158.69	6,741.31	81.22	18.78
* 23-80	Subtotal	3,820,911.00		3,728,701.00		1,354,973.08	2,373,727.92	36.34	63.66
24-00	Publications & Legal Ntcs								
00	public hearing,legal notices	1,100.00		1,100.00		245.28	854.72	22.30	77.70
* 24-00	Subtotal	1,100.00		1,100.00		245.28	854.72	22.30	77.70
27-00	Small Tools & Instruments								
60	Sta 60 Middletown	1,000.00		1,000.00		434.20	565.80	43.42	56.58
62	Sta 62 Cobb	800.00		800.00		3.19	796.81	0.40	99.60
63	Sta 63 Hidden Valley Lake	800.00		800.00		0.00	800.00	0.00	100.00
64	Sta 64 Loch Lomond	500.00		500.00		969.08	-469.08	193.82	-93.82
A	Amador	400.00		400.00		0.00	400.00	0.00	100.00
* 27-00	Subtotal	3,500.00		3,500.00		1,406.47	2,093.53	40.18	59.82
28-30	Special Dept Supp & Svcs								
60	Sta 60 Middletown	0.00		0.00		11,404.63	-11,404.63	N/A	N/A
62	Sta 62 Cobb	0.00		0.00		4,038.44	-4,038.44	N/A	N/A
63	Sta 63 Hidden Valley Lake	0.00		0.00		1,781.25	-1,781.25	N/A	N/A
64	Sta 64 Loch Lomond	0.00		0.00		1,024.96	-1,024.96	N/A	N/A
A	Amador	0.00		0.00		4,926.94	-4,926.94	N/A	N/A
AB	abh fund	25,000.00		44,980.00		23,001.00	21,979.00	51.14	48.86
GA	Grant,Award Purchase	0.00		72,500.00		55,136.48	17,363.52	76.05	23.95
L	licensing fee	2,500.00		2,500.00		0.00	2,500.00	0.00	100.00
P	physicals	2,000.00		2,000.00		327.15	1,672.85	16.36	83.64
PE	public educ supplies	2,000.00		2,000.00		1,781.47	218.53	89.07	10.93
T	training registrations & supplies	10,900.00		6,900.00		8,269.48	-1,369.48	119.85	-19.85
TB	CalFire training bureau	24,000.00		24,000.00		12,917.67	11,082.33	53.82	46.18
* 28-30	Subtotal	66,400.00		154,880.00		124,609.47	30,270.53	80.46	19.54
28-48	Special Dept Ambulance Exp								
60	Sta 60 Middletown ambulance	4,000.00		4,000.00		3,274.20	725.80	81.86	18.14
62	Sta 62 Cobb ambulance	4,000.00		4,000.00		3,247.80	752.20	81.20	18.80
63	Sta 63 Hidden Valley Lake ambulance	4,000.00		4,000.00		2,913.80	1,086.20	72.85	27.15
GE	GEMT	0.00		10,000.00		15,974.76	-5,974.76	159.75	-59.75
IG	IGT	80,000.00		96,000.00		86,471.00	9,529.00	90.07	9.93
NC	NCEMS ImageTrend	0.00		0.00		830.00	-830.00	N/A	N/A
* 28-48	Subtotal	92,000.00		118,000.00		112,711.56	5,288.44	95.52	4.48
29-50	Transportation & Travel								
B	Board	0.00		0.00		855.86	-855.86	N/A	N/A
C	reimb-Cal Fire	0.00		0.00		0.00	0.00	N/A	N/A
P	reimb-pcfs	2,000.00		6,000.00		4,075.00	1,925.00	67.92	32.08
* 29-50	Subtotal	2,000.00		6,000.00		4,930.86	1,069.14	82.18	17.82
30-00	Utilities								
E0	Sta 60 Middletown Electric	16,000.00		16,000.00		9,663.49	6,336.51	60.40	39.60
E2	Sta 62 Cobb Electric	9,000.00		9,000.00		6,950.01	2,049.99	77.22	22.78
E3	Sta 63 Hidden Valley Lake Electric	8,000.00		8,000.00		6,168.28	1,831.72	77.10	22.90
E4	Sta 64 Loch Lomond Electric	2,000.00		2,000.00		1,529.53	470.47	76.48	23.52
EF	FS Bldg Electric	2,500.00		2,500.00		1,812.17	687.83	72.49	27.51
G0	Sta 60 Middletown Garbage	3,250.00		3,250.00		1,495.22	1,754.78	46.01	53.99

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

357-9557-795 (Budget Exp Acct)	So Lk Co Fire Prot Dist /	Orig Budget			Adj Budget			Expenditures Accts Payable	Unencumbered Balance	% Committed	% Available	
		So	Lk	Co	Fire	Prot	Dist /					So
30-00	Utilities											
G2	Sta 62 Cobb Garbage				900.00			900.00	658.66	241.34	73.18	26.82
G3	Sta 63 Hidden Valley Lake Garbage				1,000.00			1,000.00	732.88	267.12	73.29	26.71
G4	Sta 64 Loch Lomond Garbage				100.00			100.00	23.80	76.20	23.80	76.20
GA	Sta 31 Amador Garbage				500.00			500.00	222.49	277.51	44.50	55.50
GF	FS Bldg Garbage				500.00			500.00	190.31	309.69	38.06	61.94
I0	Sta 60 Middletown Internet				800.00			800.00	576.91	223.09	72.11	27.89
I2	Sta 62 Cobb Internet				900.00			900.00	808.62	91.38	89.85	10.15
I3	Sta 63 Hidden Valley Lake Internet				900.00			900.00	668.62	231.38	74.29	25.71
P0	Sta 60 Middletown Propane				5,000.00			5,000.00	2,782.86	2,217.14	55.66	44.34
P2	Sta 62 Cobb Propane				3,000.00			3,000.00	4,395.34	-1,395.34	146.51	-46.51
P3	Sta 63 Hidden Valley Lake Propane				2,000.00			2,000.00	907.50	1,092.50	45.38	54.62
P4	Sta 64 Loch Lomond Propane				700.00			700.00	1,146.57	-446.57	163.80	-63.80
PF	FS Bldg Propane				1,000.00			1,000.00	1,284.27	-284.27	128.43	-28.43
S0	Sta 60 Middletown Sewer				150.00			150.00	163.00	-13.00	108.67	-8.67
SF	FS Bldg Sewer				300.00			300.00	163.00	137.00	54.33	45.67
T0	Sta 60 Middletown Telephone				2,100.00			2,100.00	1,589.78	510.22	75.70	24.30
T2	Sta 62 Cobb Telephone				700.00			700.00	402.80	297.20	57.54	42.46
T3	Sta 63 Hidden Valley Lake Telephone				700.00			700.00	404.57	295.43	57.80	42.20
T4	Sta 64 Loch Lomond Telephone				300.00			300.00	178.76	121.24	59.59	40.41
TF	FS Bldg Telephone				300.00			300.00	204.48	95.52	68.16	31.84
W0	Sta 60 Middletown Water				7,000.00			7,000.00	5,169.57	1,830.43	73.85	26.15
W2	Sta 62 Cobb Water				800.00			800.00	607.48	192.52	75.94	24.06
W3	Sta 63 Hidden Valley Lake Water, Swr				1,700.00			1,700.00	1,464.85	235.15	86.17	13.83
W4	Sta 64 Loch Lomond Water				800.00			800.00	625.00	175.00	78.13	21.87
WF	FS Bldg Water				2,500.00			2,500.00	433.21	2,066.79	17.33	82.67
* 30-00	Subtotal				75,400.00			75,400.00	53,424.03	21,975.97	70.85	29.15
38-00	Inventory Items											
60	Sta 60 Middletown				20,000.00			7,000.00	677.82	6,322.18	9.68	90.32
62	Sta 62 Cobb				0.00			7,449.50	10,207.88	-2,758.38	137.03	-37.03
63	Sta 63 Hidden Valley Lake				0.00			7,449.50	9,155.36	-1,705.86	122.90	-22.90
64	Sta 64 Loch Lomond				0.00			0.00	270.17	-270.17	N/A	N/A
* 38-00	Subtotal				20,000.00			21,899.00	20,311.23	1,587.77	92.75	7.25
48-00	Taxes & Assessments											
60	Sta 60 Middletown				200.00			200.00	51.60	148.40	25.80	74.20
62	Sta 62 Cobb				0.00			0.00	33.48	-33.48	N/A	N/A
63	Sta 63 Hidden Valley Lake				0.00			0.00	23.04	-23.04	N/A	N/A
64	Sta 64 Loch Lomond				0.00			0.00	2.76	-2.76	N/A	N/A
FS	FS Bldg				0.00			0.00	21.81	-21.81	N/A	N/A
* 48-00	Subtotal				200.00			200.00	132.69	67.31	66.35	33.65
61-60	Bldgs & Imprv											
60	Sta 60				0.00			0.00	0.00	0.00	N/A	N/A
FS	FS Bldg				0.00			23,400.00	23,400.00	0.00	100.00	0.00
* 61-60	Subtotal				0.00			23,400.00	23,400.00	0.00	100.00	0.00
62-72	Autos & Light Trucks											
60	E6061				0.00			0.00	0.00	0.00	N/A	N/A
* 62-72	Subtotal				0.00			0.00	0.00	0.00	N/A	N/A
62-74	Cap FA-Eqt Other											
60	M6011, SCBA UNITS				0.00			503,224.00	122,785.14	380,438.86	24.40	75.60
62	M6211, SCBA UNITS				0.00			0.00	0.00	0.00	N/A	N/A

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Expenditure Ledger Report

	So	Lk	Co	Fire	Prot	Dist	Orig Budget		Adj Budget		Expenditures Accts Payable	Unencumbered Balance	% Committed	% Available	
							So	Lk	Co	Fire					Prot
357-9557-795 (Budget Exp Acct)															
62-74 Cap FA-Eqt Other															
63 M6311, SCBA UNITS							0.00		0.00		0.00		N/A	N/A	
64 SCBA UNITS							0.00		0.00		0.00		N/A	N/A	
A Amador							0.00		32,522.00		32,521.43		100.00	0.00	
* 62-74 Subtotal							0.00		535,746.00		155,306.57		380,439.43	28.99	71.01
62-79 Pr Yr															
60 Sta 60							0.00		76,310.00		76,309.45		100.00	0.00	
* 62-79 Subtotal							0.00		76,310.00		76,309.45		0.55	100.00	0.00
90-91 Contingencies															
00							180,674.00		36,364.00		0.00		36,364.00	0.00	100.00
* 90-91 Subtotal							180,674.00		36,364.00		0.00		36,364.00	0.00	100.00
** 357-9557-795 Subtotal							4,787,457.00		5,405,844.00		2,377,143.17		3,028,700.83	43.97	56.03
*** Grand Total							4,787,457.00		5,405,844.00		2,377,143.17		3,028,700.83	43.97	56.03

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Revenue Ledger Report

		Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized	Variance
357-9557 (Budget Rev Acct) FUND: So Lk Co Fire Prot		Dist / BUDGET		UNIT: So Lk Co Fire Prot Dist			
411	GL CODE: Property Taxes						
10-10	OBJECT: Current Secured						
	CA county admin fee	-28,000.00	-28,000.00	-20,708.00	-7,292.00	N/A	-28,000.00
	LA LAFCO	-3,300.00	-3,300.00	-5,014.00	1,714.00	N/A	-3,300.00
	LS local secured-AB8 tee	1,388,000.00	1,388,000.00	817,801.46	570,198.54	58.92	1,388,000.00
	PU public utilitarian	60,000.00	60,000.00	34,076.48	25,923.52	56.79	60,000.00
	* 10-10 Subtotal	1,416,700.00	1,416,700.00	826,155.94	590,544.06	58.32	1,416,700.00
10-15	OBJECT: ERAF-SRAF						
	00	0.00	0.00	0.00	0.00	N/A	0.00
	* 10-15 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00
10-20	OBJECT: Current Unsecured						
	00	24,000.00	24,000.00	30,715.31	-6,715.31	127.98	24,000.00
	* 10-20 Subtotal	24,000.00	24,000.00	30,715.31	-6,715.31	127.98	24,000.00
10-25	OBJECT: Supp 813-Current						
	00	0.00	0.00	7,030.68	-7,030.68	N/A	0.00
	* 10-25 Subtotal	0.00	0.00	7,030.68	-7,030.68	N/A	0.00
10-30	OBJECT: Prior Secured						
	00	0.00	0.00	0.00	0.00	N/A	0.00
	* 10-30 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00
10-35	OBJECT: Supp 813-Prior						
	00	0.00	0.00	3,968.12	-3,968.12	N/A	0.00
	* 10-35 Subtotal	0.00	0.00	3,968.12	-3,968.12	N/A	0.00
10-40	OBJECT: Prior Unsecured						
	00	0.00	0.00	757.21	-757.21	N/A	0.00
	* 10-40 Subtotal	0.00	0.00	757.21	-757.21	N/A	0.00
** 411 Subtotal		1,440,700.00	1,440,700.00	868,627.26	572,072.74	60.29	1,440,700.00
422	GL CODE: Permits						
21-60	OBJECT: Other						
	00 burn permits	15,000.00	15,000.00	16,502.00	-1,502.00	110.01	15,000.00
	* 21-60 Subtotal	15,000.00	15,000.00	16,502.00	-1,502.00	110.01	15,000.00
** 422 Subtotal		15,000.00	15,000.00	16,502.00	-1,502.00	110.01	15,000.00
441	GL CODE: Revenue from Use of Money						
42-01	OBJECT: Interest						
	00	25,000.00	25,000.00	1,367.60	23,632.40	5.47	25,000.00
	* 42-01 Subtotal	25,000.00	25,000.00	1,367.60	23,632.40	5.47	25,000.00
** 441 Subtotal		25,000.00	25,000.00	1,367.60	23,632.40	5.47	25,000.00

	Orig Budget			Adj Budget			YTD Revenues		Unrealized Bal	% Realized	Variance
	FUND: So	Lk Co	Fire Prot	Dist /	BUDGET	UNIT: So	Lk Co	Fire Prot	Dist		
357-9557 (Budget Rev Acct)											
453 GL CODE: State Aid											
54-60 OBJECT: HOPTR											
00			12,000.00		12,000.00		6,657.15		5,342.85	55.48	12,000.00
* 54-60 Subtotal			12,000.00		12,000.00		6,657.15		5,342.85	55.48	12,000.00
54-70 OBJECT: Disaster Rev Loss Backfil											
00			0.00		0.00		0.00		0.00	N/A	0.00
* 54-70 Subtotal			0.00		0.00		0.00		0.00	N/A	0.00
54-90 OBJECT: Other											
AB ABH			2,500.00		2,500.00		135,501.00		-133,001.00	5420.04	2,500.00
OE OES			32,500.00		32,500.00		38,895.82		-6,395.82	119.68	32,500.00
* 54-90 Subtotal			35,000.00		35,000.00		174,396.82		-139,396.82	498.28	35,000.00
** 453 Subtotal			47,000.00		47,000.00		181,053.97		-134,053.97	385.22	47,000.00
455 GL CODE: Other Federal											
55-40 OBJECT: Disaster Relief											
00 HMGP			0.00		0.00		0.00		0.00	N/A	0.00
* 55-40 Subtotal			0.00		0.00		0.00		0.00	N/A	0.00
** 455 Subtotal			0.00		0.00		0.00		0.00	N/A	0.00
456 GL CODE: Other Government Agencies											
56-30 OBJECT: Other											
00			0.00		503,224.00		0.00		503,224.00	0.00	503,224.00
NA Napa Agmt			74,080.00		74,080.00		0.00		74,080.00	0.00	74,080.00
RH Redbud Health Care Di			25,000.00		25,000.00		0.00		25,000.00	0.00	25,000.00
TB CalFire training bure			0.00		0.00		0.00		0.00	N/A	0.00
* 56-30 Subtotal			99,080.00		602,304.00		0.00		602,304.00	0.00	602,304.00
** 456 Subtotal			99,080.00		602,304.00		0.00		602,304.00	0.00	602,304.00
465 GL CODE: Public Protection											
68-60 OBJECT: Instnl Care & Svc (Ambulance)											
00			400,000.00		400,000.00		3,849.07		396,150.93	0.96	400,000.00
GE GEMT			0.00		0.00		-39,229.45		39,229.45	N/A	0.00
IG IGT			160,000.00		160,000.00		635,659.72		-475,659.72	397.29	160,000.00
WF WFB Transfers			0.00		0.00		310,930.95		-310,930.95	N/A	0.00
WO Pmts - W/O Accts			0.00		0.00		0.00		0.00	N/A	0.00
* 68-60 Subtotal			560,000.00		560,000.00		911,210.29		-351,210.29	162.72	560,000.00
** 465 Subtotal			560,000.00		560,000.00		911,210.29		-351,210.29	162.72	560,000.00
466 GL CODE: Other Current Services											
69-20 OBJECT: Other											
FC Guenoc Devlpmnt Fire			0.00		0.00		0.00		0.00	N/A	0.00
* 69-20 Subtotal			0.00		0.00		0.00		0.00	N/A	0.00

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Revenue Ledger Report

		Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized	Variance
357-9557	(Budget Rev Acct) FUND: So Lk Co Fire Prot	Dist / BUDGET	UNIT: So Lk Co Fire Prot Dist				
466	GL CODE: Other Current Services						
69-29	OBJECT: Fire Protection						
	CA county admin fee	-2,368.00	-2,368.00	0.00	-2,368.00	N/A	-2,368.00
	CP CS preroll	17,220.00	17,220.00	14,734.70	2,485.30	85.57	17,220.00
	CS CS apportionment	1,748,933.00	1,748,933.00	1,070,804.42	678,128.58	61.23	1,748,933.00
	DP DS preroll	12,911.00	12,911.00	12,911.24	-0.24	100.00	12,911.00
	DS DS apportionment	0.00	0.00	45,256.49	-45,256.49	N/A	0.00
	* 69-29 Subtotal	1,776,696.00	1,776,696.00	1,143,706.85	632,989.15	64.37	1,776,696.00
	** 466 Subtotal	1,776,696.00	1,776,696.00	1,143,706.85	632,989.15	64.37	1,776,696.00
491	GL CODE: Other						
79-50	OBJECT: Revenue - Prior Year						
	00	0.00	0.00	95,206.16	-95,206.16	N/A	0.00
	* 79-50 Subtotal	0.00	0.00	95,206.16	-95,206.16	N/A	0.00
79-70	OBJECT: Sales - Miscellaneous						
	00	0.00	0.00	21.65	-21.65	N/A	0.00
	* 79-70 Subtotal	0.00	0.00	21.65	-21.65	N/A	0.00
	** 491 Subtotal	0.00	0.00	95,227.81	-95,227.81	N/A	0.00
492	GL CODE: Other Revenue						
79-90	OBJECT: Miscellaneous						
	00	0.00	35,500.00	35,810.00	-310.00	100.87	35,500.00
	* 79-90 Subtotal	0.00	35,500.00	35,810.00	-310.00	100.87	35,500.00
79-91	OBJECT: Cancelled Checks						
	00	0.00	0.00	1,702.91	-1,702.91	N/A	0.00
	* 79-91 Subtotal	0.00	0.00	1,702.91	-1,702.91	N/A	0.00
79-92	OBJECT: Insurance Rebates						
	00	0.00	0.00	4,541.03	-4,541.03	N/A	0.00
	* 79-92 Subtotal	0.00	0.00	4,541.03	-4,541.03	N/A	0.00
79-93	OBJECT: Insurance Proceeds						
	00	0.00	0.00	0.00	0.00	N/A	0.00
	* 79-93 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00
	** 492 Subtotal	0.00	35,500.00	42,053.94	-6,553.94	118.46	35,500.00
502	GL CODE: Operating Transfers						
81-22	OBJECT: In						
	00	0.00	0.00	0.00	0.00	N/A	0.00
	* 81-22 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00

	Orig Budget			Adj Budget			YTD Revenues			Unrealized Bal	% Realized	Variance
357-9557 (Budget Rev Acct) FUND: So Lk Co Fire Prot Dist / BUDGET	So	Lk	Co	So	Lk	Co	So	Lk	Co	Fire Prot Dist		
502 GL CODE: Operating Transfers												
81-23 OBJECT: Out												
00												
* 81-23 Subtotal												
** 502 Subtotal												
*** 357-9557 Subtotal												
**** Grand Total												

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Budget Revenue Ledger Report

	Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized	Variance
366-0000 (Budget Rev Acct) FUND: So Lk Co Fire Mitigation / BUDGET UNIT: So Lk Co Fire Mitigation						
441 GL CODE: Revenue from Use of Money						
42-01 OBJECT: Interest						
00	0.00	0.00	82.43	-82.43	N/A	0.00
* 42-01 Subtotal	0.00	0.00	82.43	-82.43	N/A	0.00
** 441 Subtotal	0.00	0.00	82.43	-82.43	N/A	0.00
461 GL CODE: Charges for Services						
66-15 OBJECT: Lake Co Fire Mitigation						
CN commercial, new	0.00	0.00	16,140.00	-16,140.00	N/A	0.00
CR commercial remodel,ad	0.00	0.00	8,848.00	-8,848.00	N/A	0.00
NC new cov'd deck,porch,	0.00	0.00	7,324.00	-7,324.00	N/A	0.00
NG new garage,workshop	0.00	0.00	17,599.00	-17,599.00	N/A	0.00
NM new main structure	0.00	0.00	68,460.00	-68,460.00	N/A	0.00
RC remodel cov'd deck/po	0.00	0.00	2,920.00	-2,920.00	N/A	0.00
RG remodel garage,worksh	0.00	0.00	10,124.00	-10,124.00	N/A	0.00
RM remodel residential a	0.00	0.00	2,287.00	-2,287.00	N/A	0.00
* 66-15 Subtotal	0.00	0.00	133,702.00	-133,702.00	N/A	0.00
** 461 Subtotal	0.00	0.00	133,702.00	-133,702.00	N/A	0.00
502 GL CODE: Operating Transfers						
81-23 OBJECT: Out						
00	0.00	0.00	0.00	0.00	N/A	0.00
* 81-23 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00
** 502 Subtotal	0.00	0.00	0.00	0.00	N/A	0.00
*** 366-0000 Subtotal	0.00	0.00	133,784.43	-133,784.43	N/A	0.00
**** Grand Total	0.00	0.00	133,784.43	-133,784.43	N/A	0.00

MUTUAL AID / ABH - Personnel Equipment Reimbursement Summary
 FY 2021-22 YTD ACTUAL 04/15/22

<u>Eqt.</u>	<u>Inc. Name</u>	<u>Inc. #</u>	<u>Req. #</u>	<u>Start Date</u>	<u>Total Est Dist Cost</u>	<u>Inv'd Amt</u>	<u>Date Rec'd</u>	<u>Pers Amt</u>	<u>Eqt Amt</u>
OES359	Dixie	CABTU009205	E-952	8/5	10,918.32	13,862.63	1/21/2022	13,862.63	
OES359	Caldor	CAENF024030	E-20344	8/19	6,394.49	8,409.16	2/2/2022	8,409.16	
OES359	Dixie	CABTU009205	E-409	9/14	5,411.23	12,399.22	1/4/2022	12,399.22	
U1426	LNU July Move Up	CALNU011038	E-31	7/28	0.00	540.00	3/4/2022		540.00
WT6411	Coyote	CALNU014212	E-29	8/13	415.70	3,697.73	3/4/2022	889.48	2,808.25
WT6011	Coyote	CALNU014212	E-30	8/14	134.49	4,761.17	3/4/2022	1,355.42	3,405.75
WT6011	Round	CALNU015949	E-15	9/6	170.88	1,016.28	3/4/2022	299.28	717.00
E6031	LNU September Move Up	CALNU015544	E-10	9/12	0.00	2,024.00	3/4/2022		2,024.00
OES359	Fawn	CASHU010480	E-274	9/24	2,783.93	7,429.88	1/4/2022	7,429.88	
Total					26,229.05	54,140.07		44,645.07	9,495.00



COUNTY OF LAKE

Office of the Auditor-Controller/County Clerk
Courthouse-255 North Forbes Street, Room 209
Lakeport, CA 95453
Telephone (707) 263-2311
FAX (707) 263-2310
Email: auditor@lakecountyca.gov

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

April 1, 2022

Independent Special Districts
Attention: Board Members and Fiscal Staff

SUBJECT: 2022-23 Recommended Budget/Adopted Budget

Dear District Board:

Enclosed is your annual budget package which includes both your recommended budget worksheets *and* adopted budget worksheets.

You will find detailed deadlines in this packet. To highlight—

- Recommended budget is due on or before June 1, 2022
- Adopted Budget is due on or before August 26, 2022

We have adjusted the timeline for submittal of your budgets to this office closer to the statutory budget deadlines. Although this will reduce the time we have available to gather all district submissions, compile and populate your budgets in the finance system; it is our hope that this extra time will eliminate any Board scheduling challenges.

Both recommended and adopted budget submissions must be signed by your Board Chairperson and if applicable, Prop 4 appropriation limits must be adopted by resolution with a copy forwarded to the Auditor-Controller. Adopted Budget Forms must be submitted, regardless of whether there are any changes between recommended and adopted budgets.

Additional information provided in this packet includes property tax figures obtained from the Tax Division of this department, our most recent chart of accounts, and a budget worksheet from the county finance system. The property tax figures are estimates based on the 21/22 property tax roll and are a guide to assist you in estimating your property tax revenues. Please review thoroughly, and adjust as needed for circumstances specific to your district. The chart of accounts provides a guide for the correct usage of revenue and expenditure coding.

An electronic version of the budget forms are attached to this email in Excel format for your convenience. Please use these forms to submit your budget to our office, unless you have your own version of this document. The use of an alternative version of this document must be pre-approved by the Auditor-Controller, and the document must include the same information as the ones that have been provided.

As a reminder, it is important to take your available fund balance and reserves into consideration when preparing your budget. **It is each district's responsibility to present a balanced budget** for both recommended and adopted budget. If you are relying on fund balance carry forward to balance your budget, it must be realistic and expected. If you are relying on the cancellation of reserves to balance your budget, you must identify the reserve needed or authorize the Auditor-Controller to adjust as necessary to balance your budget. The most accurate reserve balances would be obtained from your most recent Balance Sheet provided at month end.

Please do not hesitate to contact Marcy Harrison or Danielle Dizon if you have any questions.

Sincerely,

Marcy Harrison
Chief Deputy Auditor-Controller

Cathy Saderlund
Auditor-Controller/County Clerk

BUDGET PROCEDURES CALENDAR

SPECIAL DISTRICTS GOVERNED BY LOCAL BOARDS

FISCAL YEAR 2022-23

<u>DATE</u>	<u>RESPONSIBLE AGENCY</u>	<u>EVENT</u>
April	Auditor-Controller	Distribute Recommended & Adopted Budget package to Chairman.
April 4 to June 1	Districts	Approve Recommended Budget (must be public). Publish 10 days prior to hearing. (GC 29064)
June 1	Districts	Deadline for Submission of Approved Recommended Budget to Auditor-Controller's office.
June 28	Districts	Adopt resolution establishing Proposition 4 appropriations limit and forward copy to Auditor-Controller.
July 29	Districts	Submit Proposition 4 Compliance Report (Prior Year) to Auditor-Controller.
July 1 to August 26	Districts	Adopted Budget Hearings (must be public). <u>Publish 10 days prior to hearing. (GC 29064)</u>
August 26	Districts	Deadline for Submission of Adopted Budget to Auditor-Controller. (GC 29065, 29080-81, 29088)
November	Auditor-Controller	Print Adopted Budget and publish on website.

**ESTIMATED PROPERTY TAX REVENUE (2021-22 AB8)
FOR USE IN FISCAL YEAR 2022-23**

District Fund	District Name	Local Secured Allocation (411.10-10)	Unsecured Allocation (411.10-20)	HOPTR Allocation (453.54-60)
301	Hartley Cemetery	127,938	3,380	1,212
302	Kelseyville Cemetery	121,915	2,918	1,046
303	Lower Lake Cemetery	68,533	1,806	648
304	Middletown Cemetery	142,935	3,334	1,196
305	Upper Lake Cemetery	50,267	1,593	571
306	Glenbrook Cemetery	17,158	410	147
310	Lake County Vector Control	1,440,873	37,288	13,370
315	Lower Lake Water	90,548	2,152	772
317	Upper Lake Water	2,428	134	48
331	Lake County Resource Conservation District	23,969	637	229
352	Lake County Fire	1,250,021	29,993	10,755
353	Kelseyville Fire	1,665,643	39,901	14,307
354	Lakeport Fire	950,938	25,268	9,060
355	Northshore Fire	819,559	26,788	9,605
357	So. Lake County Fire	1,582,147	37,067	13,291

Important Note:

- ✓ The above figures are based on 2021-22 AB8. The amounts in this table are not amended for growth (negative/positive).
- ✓ The impact of the dissolution of Redevelopment is not provided for in the above numbers. For those Districts that were in a former Redevelopment Agency, you may receive additional property tax revenue. The current property tax allocation provided above will assist you with those estimates.

BOARD OF DIRECTORS, _____DISTRICT

COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. _____

RESOLUTION ESTABLISHING THE 2022-23 APPROPRIATIONS LIMIT

WHEREAS, Article XIII B of the California State Constitution restricts government spending of Proceeds of Tax Revenue by establishing limits on the annual Appropriations of Local Agencies, and;

WHEREAS, Section 7910 of the Government Code requires the Governing Body of each local jurisdiction to establish an Appropriations Limit each year by Resolution, and;

WHEREAS, the population and cost of living permits a _____% increase for the _____ District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the _____ District that:

Pursuant to Article XIII B of the State Constitution the 2022-23 Appropriations Limit for the _____ District is \$_____.

This resolution was introduced and passed at a regular meeting of the Board of Directors of the _____ District on _____ by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Attest: _____ Approved: _____
(Name/Title) (Chair

COUNTY OF LAKE

MEMORANDUM

TO: Cathy Saderlund
Auditor-Controller

FROM:

SUBJECT: BANK ACCOUNTS-MAINTAINED OUTSIDE THE COUNTY TREASURY

DATE:

PLEASE TYPE

Bank/Savings & Loan Co. Name _____

Mailing Address _____
(Street or PO Box)

(City, State)

Type of Account _____

Purpose/Function of Account _____

Account Number _____

Authorized Signatures
on Account

Date of Last Deposit _____ Date of Last Withdrawal _____

Date & Number of Last Check Written _____

Balance in Account \$ _____ as of _____
(Amount) (Date)

CHECK IF NONE OF
THE ABOVE IS APPLICABLE

(District Title)

(Authorized Signature)

(Title)

COUNTY OF LAKE

MEMORANDUM

TO: Cathy Saderlund
Auditor-Controller

FROM: South Lake County Fire Protection District

SUBJECT: RECOMMENDED BUDGET FISCAL YEAR 2022-2023

DATE:

The Board of Directors of the South Lake Co Fire Prot District District **DID** approve, during their public meeting on _____, the following for RECOMMENDED BUDGET and for RECOMMENDED **RESERVES/DESIGNATIONS** for fiscal year 2022-2023.

Total Appropriation for Budget Expenditures: (A) 5,239,425

Authorize Auditor-Controller to adjust Reserves/Designations as necessary

_____ or _____
YES **x**
NO

Increase to Reserves/Designations:

Reserve:

General 0

Designation:

Equipment Replacement 9,495

Building 0

Medical Insurance 0

Medical Services & Supplies 407,331

Other (Identify) 0

Total Reserves/Designations (page 2): (B) 416,826

Total recommended requirements for Fiscal Year 22/23 (C) 5,656,251

Authorized Signature
(Chairperson of the Board **ONLY**)

Date

For additional Budget information please contact:

Marcy Harrison
Chief Deputy Auditor-Controller

Cathy Saderlund
Auditor-Controller

RECOMMENDED BUDGET

Budget Summary Worksheet - RECOMMENDED 2022-23

(Note: Category totals on this form **must** agree with category totals of budget submission - District's responsibility).

Total Salaries & Employee Benefits	231,520
Total Service & Supplies	4,582,524
Total Other	200
Total Fixed Assets	0
Sub-Total	4,814,244
Total Contingencies	425,181
TOTAL APPROPRIATION FOR BUDGET EXPENDITURES	5,239,425 (A)

Increases or Decreases to Reserves/Designations - RECOMMENDED 2022-23

Description	*Balance as of 6/30/22 <small>(*Use latest Balance Sheet Data)</small>	(B) Increase Amount	(B) Decrease Amount	Total Budger Yr Reserves/Desgn.
Reserve:				
General	90,554			90,554
Designation:				
Equipment Repl	985,351	9,495		994,846
Building				0
Medical Insurance	224,888			224,888
Medical Svcs/Supps	1,017,435	407,331		1,424,766
Other (Identify)	2,685,445			2,685,445

Must be completed by District for verification by Auditor

	(A)		(B)		(C)
Total	5239425	+	416,826	=	5,656,251

Total RECOMMENDED Appropriation \$ 5239425 (A) and total combined increase/
decrease to reserves \$ 416,826 (B) constitutes the District's Total RECOMMENDED
Budget financing requirement of \$ 5,656,251 (C) for Fiscal Year 2022-23.

SALARIES AND EMPLOYEE BENEFITS

1.11 Salaries & Wages-Permanent	<u>6000</u>
1.12 Salaries & Wages-Temporary	<u>110000</u>
1.13 Salaries & Wages-Overtime, Holiday, Stby	<u>35000</u>
1.14 Salaries & Wages-Other, Term	<u> </u>
2.21 Retirement Contributions-FICA	<u>12000</u>
2.22 Retirement Contributions-PERS	<u> </u>
2.23 Retirement Contributions-Co Paid Employee Con	<u> </u>
2.28 Retirement Contributions-Deferred Comp	<u> </u>
3.30 Insurance-Health/Life	<u>33900</u>
3.31 Insurance-Unemployment	<u>5000</u>
3.32 Insurance-Opt Out	<u> </u>
3.39 Insurance-State Disability	<u> </u>
4.00 Worker's Compensation	<u>29620</u>

TOTAL SALARIES AND EMPLOYEE BENEFITS \$ 231520

SERVICE AND SUPPLIES

11.00 Clothing & Personal Supplies	<u>24000</u>

12.00 Communications	<u>22000</u>

13.00 Food	<u>2500</u>

14.00 Household Expense	<u>15000</u>

15.10 Insurance-Other	<u>53000</u>

15.12 Insurance-Public Liability	<u> </u>

15.13 Fire & Comprehensive	<u> </u>

17.00 Maintenance-Equipment	<u>38300</u>

18.00 Maintenance-Buildings & Imprvmnts	<u>87632</u>

19.40 Medical Supplies	<u>46500</u>

20.00 Memberships	<u>6200</u>

22.70 Office Expense-Supplies	<u>3000</u>

22.71 Office Expense-Postage	<u>7220</u>

22.72 Office Expense-Book & Periodicals	<u> </u>

23.64 Valley Fire-Services & Supplies	<u> </u>

23.80 Professional & Specialized Services	<u>4008772</u>

24.00 Publications & Legal Notices	<u>1100</u>

25.00 Rents & Leases-Equipment	<u> </u>

26.00 Rents & Leases-Buildings & Improv	<u> </u>

27.00 Small Tools & Instruments	<u>3500</u>

28.30 Special Departmental-Supplies & Services	<u>66400</u>

28.48 Special Departmental-Ambulance Expense 92000

29.50 Transportation & Travel 10000

30.00 Utilities 75400

38.00 Inventory Items 20000

TOTAL SERVICES AND SUPPLIES \$ 4582524

OTHER

42.10 Principal & Interest-Notes & Loans 200

47.00 Rights of Way _____

48.00 Taxes & Assessments _____

52.10 Other Charges-Contrib. to Non-Co Gov Agen _____

TOTAL OTHER \$ 200

FIXED ASSETS

PLEASE LIST ALL FIXED ASSETS IN DETAIL BY ITEM AND DOLLAR AMOUNT

60.00 Land _____

61.60 Buildings & Improvements-Current _____

61.69 Buildings & Improvements-Prior _____

62.71 Equipment-Office _____

62.72 Equipment-Autos & Light Trucks _____

62.73 Equipment-Shop

62.74 Equipment-Other

62.76 Equipment-Fire Hose

62.79 Equipment-Prior Years

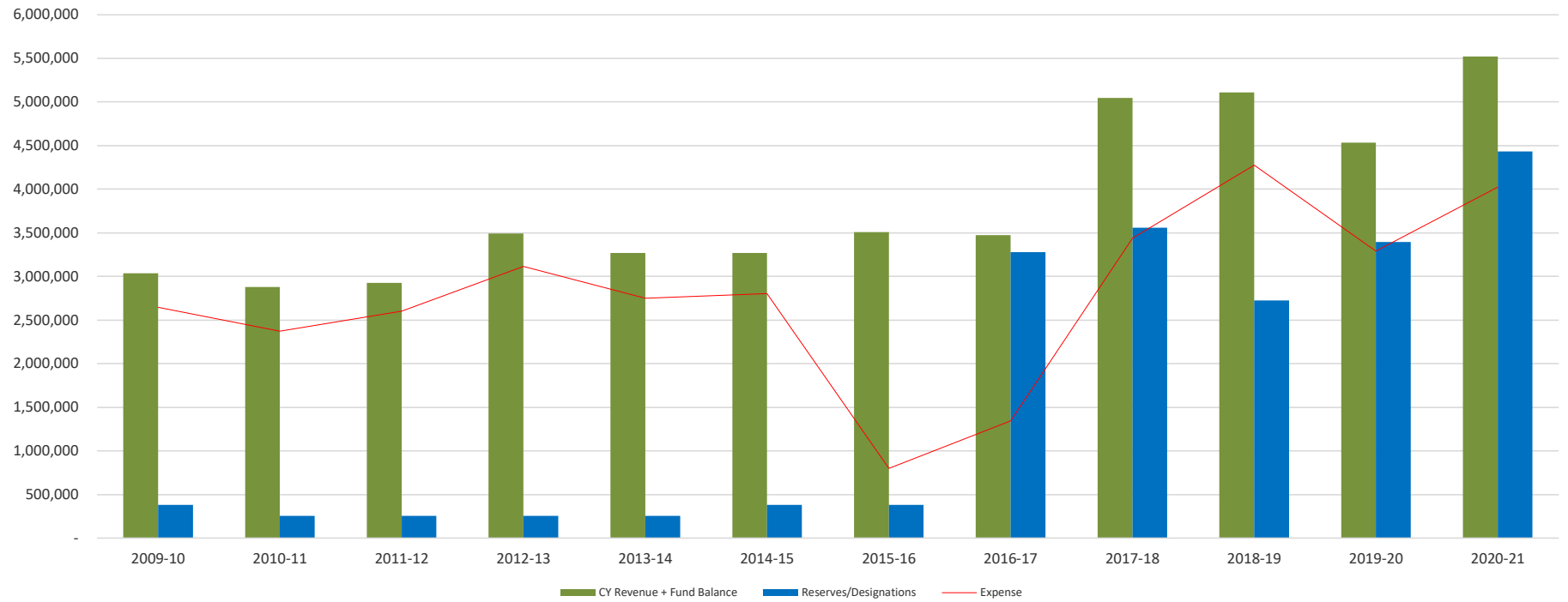
TOTAL FIXED ASSETS

\$ 0

GRAND TOTAL EXPENSES

\$ 4814244


South Lake County Fire Protection District General Operating Fund 357





South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

DATE: April 15, 2022
TO: Board of Directors
FROM: 
Gloria Fong
Staff Services Analyst
SUBJECT: Board of Directors Policy and Procedures Manual

For the Board’s consideration is the subject manual. It is the intent to present it at the April meeting, then table it to the May meeting for update/adoption. This will allow the Board the opportunity to discuss and give direction to staff for additions, changes and or deletions.

Policies 4010 through 5050 are contained in separate documents. It is the suggested to pull all these together into one manual. Below is guide to where policy language may be found in the subject manual.

<u>Policy #</u>	<u>Manual</u>	<u>Policy #</u>	<u>Manual</u>
4010.10	Article 5.2	4070.40	Article 3.3
4010.11	Article 5.4	4095.00	Article 5.2
4010.12	Article 5.4	5010.00	Article 7
4010.13	Article 5.4	5010.20	Article 7.3
4010.16	Article 5.4	5010.30	Article 7.4
4010.17	Article 5.7	5010.40	Article 7.5
4010.20	Article 5.7	5010.50	Article 4.1
4010.21	Article 5.7	5010.60	Article 7.1
4010.23	Article 5.7	5020.00	Article 7.8
4020.10	Article 2.3	5020.10	Article 6.1
4020.20	Article 3.6	5030.10	Article 9
4030.00	Article 3.4	5030.10	Article 4.2
4030.10	Article 4.2	5030.41	Article 7.11
4040.10	Article 4.1	5030.41	Article 9.5
4040.20	Article 4.2	5040.00	Article 9.9
4040.30	Article 4.2	5050.00	Article 8.1
4040.40	Article 8.2	5010.10-11	Article 7.1
4060.00	Article 4.3	5030.30-32	Article 7
4070.10	Article 3.3	5030.40-43	Article 7.11
4070.20	Article 3.3	5030.50-53	Article 7
4070.21	Article 3.3		

D R A F T

SOUTH LAKE COUNTY FIRE
PROTECTION DISTRICT



BOARD OF DIRECTORS
POLICY AND PROCEDURES MANUAL

Updated MMM DD, 2022

District Office: 21095 State Highway 175, Middletown, CA 95461

Mailing: P.O. Box 1360, Middletown, CA 95461

1-707-987-3089

www.southlakecountyfire.org

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About the District

The purpose of the South Lake County Fire Protection District is the protection of life and property from fire and other natural and man-made disasters.

The District, as a cohesive organization, strives to provide services in a well-planned, cost-effective and professional manner through the best utilization of the equipment, facilities, and training provided us by the citizens of the South Lake County Fire Protection District.

To enable the District to fulfill this purpose, it shall be empowered, to the extent permitted by law, to establish and maintain a staff or force of paid men and women, to own and operate equipment, to own real estate, to raise money by tax levy or otherwise and all other powers necessary.

The District is an area of approximately 285 square miles in the southern portion of Lake County, bound by Napa County on the south, Sonoma County on the west, Kelseyville Fire Protection District on the north and the Lake County Fire Protection District on the northeast. The four fire stations serve the communities of Middletown, Hidden Valley Lake, Whispering Pines, Cobb, areas of the geothermal geyser industry annexed in 1949, 6,500 acres in the Loch Lomond area annexed in 1986, and 17,000 acres in the Jerusalem Valley area annexed in 2006.

The District provides fire suppression and emergency medical services exclusively with volunteers until the first paid employee in 1978 then under contract for services in 2000, and through the support of the Fire Sirens, an auxiliary organization which was established in April 1985.

ARTICLE 1: THE FIRE DISTRICT

1.1 Fire District Governing Authority

South Lake County Fire Protection District is an independent special district with an elected Board of Directors of five members. It was formed in 1925 as the Middletown Fire Protection District with the Lake County Board of Supervisors appointing the Board of Directors until 1988, when it was change to an elected Board of Directors and renamed as the South Lake County Fire Protection District on March 18, 1987.

South Lake County Fire Protection District is a California Special District as a local government agency with taxation authority as established on July 1, 2020. The legal authority for the South Lake County Fire Protection District is derived from the Fire Protection District Law of 1987 and the Bergeson Fire District Law in the California Health & Safety Code. The District has only those powers, which are expressed in, or necessarily implied from, the California Health and Safety Code, Section 13860-13879.

The implementation of policies and programs adopted by the Board of Directors will be clearly delegated to the Fire Chief. The delegation of this responsibility to the Fire Chief requires that the Board develop very clear, specific and measurable expectations of this position. These steps are necessary to ensure completion of tasks that may be then reassigned to other staff once the Board and Fire Chief roles and responsibilities are clarified. The Fire Chief is the pivotal point at which Board directives become implemented programs. It is essential that the Board be rigorous is developing and evaluating the goals assigned to the Chief. The Board also shall provide formal performance expectations to the Fire Chief as a means of ensuring the successful implementation of Board policies.

1.2 Adopting Governing By Policy

One of the major functions of the Board of Directors 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. The Board of Directors agrees that the Fire Chief and the management staff are responsible for the day-to-day administration and operations of the District.

The intent of the Board of Directors is 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.

The Board Policies and Procedures Manual is intended to reflect the Board's commitment to order, consistency, responsiveness and transparency in its actions and additionally, make clear and readily available all relevant information about District operations to the residents of the District.

A copy of the current Board of Director's Policy and Procedures Manual is posted on the District's website at www.southlakecountyfire.org.

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 at the highest obtainable level of quality for the residents of the 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 said 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 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.

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.

Policy adoption, changes, additions to and deletions from 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, known collectively as the Board Policy and Procedures Manual, shall be the reference instrument to govern the conduct and deliberations of the business conducted by the Board. Appendices to the Board Policy and Procedures Manual are not in themselves policies and 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. Directors, apart from their normal function as a part of a unit, 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, District staff or the legal counsel for the District.

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.

The Board of Directors may act only at a legal meeting, which is defined as any gathering of a quorum of the Board where District business is transacted or discussed, formally or informally. The Board can take action by motion, resolution, or ordinance. The Board can also make a commitment to take future action.

2.2 Board Member Job Description

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. It is their responsibility to ratify 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. District policies are to be mindful of the legal and constitutional rights of citizens and are set with care, in full 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.

The Board of Directors has the ultimate responsibility to ensure the lawful and efficient operations of the District. The daily business and routine matters concerning the operational aspects of the District are delegated to the Fire Chief and District management staff. The Board is also the supervisory body for the Fire Chief.

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 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 Director Attendance at Meetings

Members of the Board of 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 ON THE FIRE DISTRICT BOARD

3.1 Board Membership

The Board of Directors of South Lake County Fire Protection District shall consist of five (5) members serving four (4)-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 (H&S Code §13841). The election of the Director shall be conducted as provided by California Law (Election Code §10500-10556).

3.2 Board Orientation

Board Candidate Orientation

The Fire Chief and Board President (or designee should the current Board President be a candidate for re-election) are responsible for being the District liaison to candidates who have filed for the Board in an election year.

New Board Member Orientation

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

The orientation session for new Board members shall be for information about the District, acquaint them with District facilities, equipment and personnel and provide an overview of:

- Board Policy and Procedures Manual
- District territory and boundaries
- District Mission and Values
- Labor and other major contracts
- Brown Act (California Gov't Code §54950-54963)
- Other matters concerning Conflict of Interest
- Current Fire District budget
- Board Resolutions and Ordinances
- Any other important issues

After taking office, the new Board Member will be provided with additional orientation and issued certain items (see Article 3.5).

3.3 Training, Education and Conferences

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further their understanding of District business and/or their role as Board Director. Board members may also attend or observe certain District training classes as approved by the Fire Chief. Attendance at trainings, seminars, workshops, courses, professional organization meetings and conferences will be paid for by the District.

Board members shall take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of the District's membership in a particular organization, utilize the hotel(s) recommended by the event sponsor in order to obtain discounted rates, and secure reservations in advance to obtain discounted air fares and hotel rates. Directors shall travel together whenever feasible and economically beneficial and Directors are encouraged to minimize expense by using on-line courses when possible.

There is no limit to the number of South Lake County Fire Protection District Directors attending the same conference or seminar. If three (3) or more Board members attend a particular conference or seminar, they are prohibited from discussing District business amongst each other so as not to violate the Brown Act.

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 shall be provided to the Board of Directors for meetings, travel and conferences outside of the District.

Prior approval for expenses for external training is necessary. The Clerk to the Board shall make arrangements for Directors for conference, pay registration and lodging expenses and process reimbursement requests at Fire District mandated per diem allowance amounts. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging and travel. Directors shall submit reimbursement requests in writing to the Clerk to the Board and include validated receipts with the request.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

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

Internal District Training

Board members 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. Request for attendance shall be submitted to the Fire Chief in advance of the training for approval.

3.4 Board Director Compensation and Reimbursement

Members of the Board of Directors shall receive monthly compensation in an amount set by the District Board not to exceed \$100.00 for attending each regular meeting of the District Board. The number of meetings for which a member of the Board of Directors may receive compensation shall not exceed four meetings in any calendar month. (*ref. Res. No. 2004-19 11/16/04*)

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with the Expense and Use of Public Resources Policy.

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

3.5 Board Director Apparel and Equipment

The District shall provide each Director upon assuming office:

- Director badge and leather wallet
- District photo identification card
- Business card
- Name plate with their name

Directors shall be issued a District collared polo shirt South Lake County Fire Protection District logo and title of "Director." Board members shall not be issued, or wear safety equipment unless required or requested to do so by the Fire Chief.

If requested, the District shall provide a District-owned tablet, or similar device, for conducting Fire District business, with cellular/internet connectivity.

Upon their completion of service to the District, the Director's official District Badge and wallet, photo I.D, and tablet or similar device, shall be returned to South Lake County Fire Protection District. Note: Certain items, not including the tablets or similar device may be returned to the retiring Director with the approval of the Fire Chief.

The care of District issued equipment and apparel is the responsibility of the Director. If District issued apparel or equipment is lost, stolen or damaged, the Director shall be responsible for repair or replacement expenses. If any District issued apparel or equipment is lost, stolen or damaged, the Director shall file a written notice detailing the events of loss or damage with the Clerk to the Board and discuss replacement options with the Fire Chief.

3.6 Board Vacancies

Pursuant to State Law (California Gov't Code §1770), 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 when prevented by sickness, or when absent from the state with the permission required by law, or as authorized by the Board of Directors or any of the following:

1. The death of the incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the Director will not be able to perform the duties of his or her office for the remainder of his or her term.
3. His or her resignation.
4. His or her removal from office.
5. His or her ceasing to reside in the District.
6. His or her conviction of a felony or any offense involving a violation of his or her official duties.
7. His or her refusal or neglect to file his or her required oath or bond within the time prescribed.
8. The decision of a competent tribunal declaring voids his or her election or appointment.
9. 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.

Once a vacancy on the Board of Directors is determined, the District must notify the election official of the vacancy within 15 days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later [(California Gov't Code §1780(b)].

Filling vacancies in the office of Director shall be in accordance with California Law (Gov't Code §1780). Board vacancies may be filled by appointment by the current Board, appointment by the Lake County Board of Supervisors or by calling for an election.

Appointments

The best practice to fill the vacancy is for the Board of Directors to appoint a qualified candidate to fill the unexpired term within 60 days, using the following procedure.

1. Place an announcement in the local newspaper and electronically on the Internet. Include a call for candidates, application process, and deadline for applying. The announcement must be published at least 15 days prior to the appointment.
2. Properly notice the Board candidate interview on the Board meeting agenda as an action item and include all of the application material submitted by the Board candidates in the Board meeting

- packet.
3. Board applicants are not required to be attendance at the Board meeting where the Board will consider the applicants for the vacancy. Applicants are encouraged to attend so that they may answer questions or make a statement about their qualifications.
 4. The Board will review the application materials, deliberate and vote on the appointment in Open Session.
 5. It is acceptable for the Board to ask applicants to leave the room while they deliberate and vote on the Board appointment. Applicants are not required to leave the meeting.
 6. The Clerk to Board of Directors shall notify the Lake County Registrar of Voters Office within fifteen (15) days of appointment.

The Board may form an Ad-hoc Committee of two (2) Directors to review application materials, interview and make a recommendation for appointment to the Board at a Board meeting

3.7 Board Elections

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

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

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

ARTICLE 4: OFFICERS AND COMMITTEES OF THE DISTRICT BOARD

4.1 Board Officers

The Board has two officers, President and Vice President, who shall be Board members elected by majority vote annually at the regular Board meeting in January, or at such date and time as the Board determines. The President and the Vice President shall hold their respective offices until the following January and until their successors are elected or appointed.

The President shall appoint with the approval of the Board a Vice-President should the elected Vice President vacate his/her position for any reason. This will take place at the regular meeting immediately following the vacancy.

The Board shall appoint a Clerk to perform duties delineated within the Board of Directors Policy and Procedures Manual.

4.2 Board Officer Duties

President

The President shall preside at all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. When introducing a motion, the President must vacate his/her chair, but may second a motion without vacating. A majority vote of the members of the Board is required for approval on each action taken and the vote shall be recorded as to the vote of each member of the Board.

D R A F T

The President must keep the meeting discussions aimed at agenda issues and move the Board along toward decisions and shall be guided by Robert's Rules of Order. However, Robert's Rules of Order is amended to allow discussions of an agenda item by the members of the Board prior to a motion being made on an agenda item.

The President shall exercise general supervision over the business, papers, and property of the Board, and shall execute all formal documents on behalf of the Board. The same to be attested by the Clerk.

The President represents the full Board in public announcements or utterances and shall speak on behalf of the Board only in support of the decisions of the full Board, unless authority is delegated.

The President is the Board member who has primary contact with the Fire Chief. The President shall work closely with the Fire Chief and Clerk in preparing the Board agenda. Since the Brown Act closely controls what can be discussed and acted upon in a meeting, the preparation of an agenda is vital.

Vice President

The Vice President shall preside, in the absence of the President, over all meetings of the Board. When the President is disabled or has vacated his/her chair, all duties of his/her office or as a member of any committee shall temporarily devolve upon the Vice President.

If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as President of the meeting.

4.3 Board Ad-Hoc Committees and Liaisons

The Board President shall and publicly announce the members of the ad hoc committees for the ensuing year no later than the Board's regular meeting in February, or when deemed necessary or advisable. Committees shall consist of a maximum of two members of the Board, and any other persons as deemed necessary and desirable, and will present reports and recommendations on their work to the full Board at regular meetings. The first member named on the committee shall be the Chairperson thereof. The Chairperson of the committee shall set meeting time and place. Recommendations resulting from said review should be submitted to the Board via a written or oral report.

Prior to the committee meeting, the duties of the ad hoc committees shall be outlined at the Board's regular meeting by the Board President and the committee shall be considered dissolved when its final report has been made. The following shall be ad hoc committees of the Board.

- Equipment and Facilities Committee, assigned to review functions, activities, and/or operations pertaining to the operation and maintenance of Fire District equipment and facilities.
- Policy Review Committee, assigned to review functions, activities, and/or operations pertaining to Fire District policies.
- Additional committees as deemed necessary or advisable by himself/herself and/or the Board.

The Board will establish liaisons as appropriate.

Board members NOT assigned to a specific committee may, as private citizens, attend those specific committee meetings. While in attendance at such Committee meetings as members of the public, the Board member may NOT vote on topics.

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 administrative, personnel and executive functions to the Fire Chief.

5.2 Code of Ethics and Harassment

The Board of Directors of the South Lake County 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 California 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 within one year of election or appointment and at least once every two years thereafter receive two hours in general ethics principles and ethics laws relevant to public service. In addition, this requirement applies to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act. The training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online. A Board member that serves on the board of another agency is only required to take the training once every two years.

Pursuant to AB 1825, passed by the Legislature on September 30, 2004, sexual harassment training and education for local officials is required once every two years.

There are numerous training options available including an online program that allows local officials to satisfy the requirement of AB 1234 on a cost-free basis, which can be provided by the Clerk to the Board.

The Clerk to the Board shall maintain records indicating both the dates the Board member completed the training and the name of the entity that provided the training. These records shall be maintained for at least five years after the training date and are public records subject to disclosure under the California Public Records Act.

5.3 Board Directors Meeting Participation

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

5.4 Board Directors Decorum

It is understood that Director 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 members of the Board of Directors, 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 to 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 the fire and life-safety needs of the District.

5.6 Board Directors Action and Service

Director's 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:

- Refuse to make commitments on any matter which should come before the Board as a whole.
- 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.
- Recognize that he/she has no legal status to act for the Board outside of official meetings.
- Respect the rights of Fire District constituents to be heard at official meetings within established parameters and guidelines for public testimony.
- Make decisions only after available facts bearing on a question have been presented and discussed.
- Accept the principle of "majority rule" in Board decisions.
- Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
- Recognize that the Fire Chief or designee is the technical advisor to the Board.
- 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.
- Declare conflicts of interest into the public record.
- Conduct all Fire District business in an ethical manner.
- Refuse to use his/her position on the Fire Board in any way, whatsoever, for personal gain.
- Not distract or engage in personnel in any way during any training or live incidents in which the Director's presence has been requested by the Fire Chief.
- 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.
- 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. 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.
- Give staff and contemporaries the respect and consideration due to skilled professional personnel.

Responsibilities

Directors are responsible for monitoring the 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 Directors shall report according to following chain of command and report such items to the following:
 1. Fire Chief
 2. Battalion Chief
 3. Duty Fire Captain

Chain of Command is dependent upon operational staff availability. If unavailable, 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 Clerk to the Board. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

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. 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 members selectively.

Directors shall be expected to serve on ad hoc committees as established. These committees are two (2) 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 Board members 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 elected 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). The Board may also pass resolutions criticizing, disapproving or condemning a Board member for his/her conduct and that does not require a process hearing beforehand.

5.9 Board and District Public Communication

The Fire Chief, or his 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 President or his/her designee.

Internal District information shall not be distributed to the media without the permission of the Fire Chief. Directors, as elected 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 shall clearly state that he/she is speaking as a private citizen and not as a Director.

5.10 Board Philosophy for Fire District Reserves and Fund balance

The Government Accounting Standards Board (GASB) adopted Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB Statement No. 54 changes the fund balance reporting definitions. The changes are effective for financial statement for periods beginning after June 15, 2010.

There are now five components of fund balance:

1. Nonspendable fund balance
2. Restricted fund balance
3. Committed fund balance
4. Assigned fund balance
5. Unassigned fund balance

The Fire District's policy is to maintain a fund balance that is at least 20% of anticipated Operating expenditures. Its purpose is to maintain the Fire District's credit worthiness and adequately provide for:

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

Committed fund balance

Contingency for Operations

For the general fund, the District shall commit 10% of the approved operations budget, if available, for unforeseen or operating or capital needs.

The circumstances in which the operational contingency may be spent include an unanticipated budgetary shortfall or an unforeseen emergency not immediately covered by liability, property or other insurance. The operational contingency should be used to cover one-time expenditures or incidents, not to meet ongoing operational expenditures. Use of the operational contingency shall be approved by the Board by formal resolution.

For future capital projects, the amounts are committed to future capital projects that may be uncommitted and/or redirected by the Board by formal resolution.

Assigned fund balance.

The assigned fund balance is based on intended use and can be made by the Board by formal resolution or as part of the annual budget, which is adopted by formal resolution. Examples of uses that may be assigned fund balance include but are not limited to the purchase of furniture, fixtures, equipment, contracts, deferred maintenance and refurbishments.

5.11 Fire District Board Employee Compensation Policy

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

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

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

Principle No. 3 – Transparency: Compensation for all District employees should be 100% transparent – i.e., the public should be able to see all pay elements, including the cost of all health, pension and welfare benefits, applicable to each employee. District pay packages should be simple and easily understood. Safeguards must be in place to prevent abuses such as pension spiking and maximizing overtime through manipulation.

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

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

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

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

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

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

5.12 Collective Bargaining Agreement

It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups (Represented Safety, Unrepresented Miscellaneous, Unrepresented Safety,

Unrepresented Confidential and Chief Officers), as required by the Meyers-Miliias-Brown Act (MMBA).

The Personnel Committee is responsible for negotiations with employee groups but can also delegate negotiations to:

1. The Fire Chief
2. A contract negotiator/ or Designee

During contract negotiations, Board members shall limit communication with the bargaining group on matters pertaining to the negotiation. Board members shall not negotiate directly with represented labor groups and cannot agree to anything as an individual or on behalf of the Board while bargaining is underway.

To outline for salaries, working conditions and benefits, the District enters into Memorandum of Understanding (MOU) with represented safety employees and chief officers and resolutions for unrepresented miscellaneous, unrepresented confidential employees.

MOUs, including side letters and resolutions are of no force or in effect until such matters are submitted to, and approved by, the District Board of Directors.

5.13 Sunshine Policy

It is Board Policy to be open and transparent in accordance with the law. Accordingly, any collectively bargained labor agreement between the District and a recognized employee association shall be in full compliance with the follow:

1. Section 7507

Cal. Gov't Code § 7507 (2001) requires city and county entities to "...secure the services of an enrolled actuary to provide a statement of the actuarial impact upon future annual costs before authorizing increases in public retirement plan benefits. The future annual costs as determined by the actuary shall be made public at a public meeting at least two weeks prior to the adoption of any increases in public retirement plan benefits." Section 7507 was amended in 2009 to require that an actuary be present at the public meeting and that the adoption of any benefit be on a regular calendar, as opposed to a consent calendar.

2. Section 23026

Cal. Gov't Code § 23026 (2001) contains four separate requirements that a Board of Directors of any local pension system must fulfill before enhancing pension benefits. It states that the Board of Directors:

- ▶ "shall make public, at a regularly scheduled meeting of the board, all salary and benefit increases that affect either or both represented employees and non-represented employees;"
- ▶ "shall" include "[n]otice of any salary or benefit increase . . . on the agenda for the meeting as an item of business;"
- ▶ "shall" provide that notice "prior to the adoption of the salary or benefit increase;" and
- ▶ "shall include an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system."

3. Section 31515.5

Consistent with Section 23026, Cal. Gov't Code § 31515.5 (2001) requires the Board of Directors to notice, at a regularly scheduled meeting, all salary and benefit increases. It authorizes the preparation of an actuarial estimate on the impact of the salary and benefit requirements. Specifically, the mandatory language provides that the Board of Directors:

- ▶ "shall make public, at a regularly scheduled meeting of the board, all salary and benefit increases that affect either or both represented employees and non-represented employees;"
- ▶ "shall" include "[n]otice of any salary or benefit increase . . . on the agenda for the meeting as an item of business;"

4. Section 31516

Like Section 7507, Cal. Gov't Code § 31516 (2001) requires that the Board of Directors:

- ▶ “shall” hire an “actuary to provide a statement of the actuarial impact upon future annual costs before authorizing benefits.” It also provides that the actuary’s report
- ▶ “shall be made public at a public meeting at least two weeks prior to the adoption of any increases in benefits.”

ARTICLE 6: DELEGATION OF BOARD AUTHORITY

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 implementation of policies and programs adopted by the Board of Directors will be clearly delegated to the Fire Chief. The delegation of this responsibility to the Fire Chief requires that the Board develop very clear, specific and measurable expectations of this position. These steps are necessary to ensure completion of tasks that may be then reassigned to other staff once the Board and Fire Chief roles and responsibilities are clarified.

6.1 Responsibilities of Fire Chief to the Board

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

1. Preparing the agenda in collaboration with the Clerk to the Board and Board President 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. Provide for succession planning for management and personnel within the District.

6.2 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.

6.3 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.

6.4 Fire Chief Reporting Process – Fire Fatalities

Whenever a fire fatality occurs in the Fire District, the Fire Chief and Board President, if available shall notify the Board officers. The Fire Chief will ensure an investigation of the incident is completed and provide a written report to the Board.

ARTICLE 7: FIRE DISTRICT BOARD MEETINGS

It is the policy of the South Lake County Fire Protection District Board that all meetings shall 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. (California Gov't Code §54950 et seq.)

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

- In such an event, only matters appearing on the agenda may be considered in such a session.
- After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

7.1 Meeting Location

Regular meetings of the Board of Directors shall be held on the third Tuesday of each calendar month at 7:00 p.m. in the Board Room of the Middletown fire station located at 21095 State Highway 175, Middletown, California. Because conflict occasionally arise, the Board may take action to reschedule the date of a regular meeting. This action should take place at the regular meeting preceding the meeting to be scheduled.

The President and Fire Chief or designee 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 South Lake County 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, with an additional posting of the agenda to the South Lake County 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 Board President may call a Special Meeting. A majority may meet without providing notice to the public in order to call a Special Meeting. Only those item of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

An agenda shall be prepared as specified for regular Board meetings and shall be posted at least twenty-four (24) hours prior to the special meeting (California Gov't Code §54956). All Directors, the Fire Chief, and, if required, District Counsel and staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting. Each local newspaper of general circulation in the District and radio and television stations, organizations, and property owners who have filed writing request for notice of special meetings pursuant to the Ralph M. Brown Act (California Gov't Code §54954.1) shall be delivered notice personally or by any other means shall be at least twenty-four (24) hours before the tie of the meeting as specified in the notice.

7.4 Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21 and 5010.23 above. An emergency situation is defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors (California Gov't Code §54956.5). A dire emergency is defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requires the Board of Directors to provide one (1) hour notice before holding an emergency meeting under California Gov't Code §54956.5 (b)(1) may endanger the public health, safety, or both, as determined by a majority of the Board of Directors.

Each local newspaper of general circulation in the District and radio and television stations, organizations, and property owners who have requested notice of special meetings pursuant to the Ralph M. Brown Act [California Gov't Code §54956.5 (b)(2)] shall be delivered notice personally or by any other means and shall be at least one (1) hour prior to the emergency special meeting by the President of the Board of Directors or designee thereof, or in the case of a dire emergency, at or near the time that the President or designee notifies the Board of Directors of the emergency meeting. This notice shall be given by telephone, and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirement of one (1) hour is waived, and the President or designee shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

7.5 Adjourned Meetings

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Clerk to the Board of Directors may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.21 above and pursuant to California Government Code §54955.

7.6 Ad-Hoc Committees

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

7.7 Study Sessions/Workshops

Study sessions/workshops 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.

7.8 Agendas

The agenda review panel will consist of the President, Fire Chief and Clerk. Any Director may request any item be placed on the agenda and shall submit to the Clerk in writing or by submitting a completed Agenda Item Request Form together with any supporting documents and information no later than 5:00 P.M. at least ten (10) days prior to the meeting date.

The order of business for each regular meeting, unless otherwise ordered by the Board, shall be as follows: 1) Consent Calendar, to include items expected to be routine and non controversial, i.e. minutes, warrants; 2) Communications, to include Directors' activity, committee reports, fire chief's report, financial report, written correspondence, and reports from associations, i.e. volunteer association, fire sirens, fire safe council; 3) Regular Items; 4) Citizen's Input; 5) Closed Session, if necessary, and as defined under California Government Code §54954.5.

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, subject to the following conditions:

1. The request must be submitted in writing or by submitting a completed Agenda Item Request Form to the Clerk together with any supporting documents and information at least ten (10) business days prior to the date of the meeting;
2. The Fire Chief and Board President shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
3. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting (California Government Code §54954.2).

Consideration of items not appearing on the posted agenda, if necessary, requires Board action as follows prior to consideration: 1) a determination by a majority vote of the board that an emergency situation exists (as defined in California Government Code §54956.5; or 2) a determination by a two-thirds vote of the Board or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Fire District subsequent to the agenda being posted.

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 within the District office.

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

7.9 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

The Brown Act states that the legislative body of any local agency shall publicly report actions taken in closed session as well as the vote or abstention on that action of every member present.

7.10 Quorum

A quorum is the minimum number of members of a deliberative body necessary to conduct the business of the Fire District Board. For South Lake County Fire Protection District, it must have a quorum to take action, and a quorum is established when three (3) Board members are in attendance. A meeting of less than a quorum is not an official meeting, nor is it governed by public meeting laws.

7.11 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 five (5) minutes per speaker, and maximum of twenty (20) minutes, which may be waived or modified by the Board President. The agenda will emphasize the right to public comment by including the following phrase as a preamble to the public comment section: “A fundamental element of democracy is the right of citizens to address their elected representatives, therefore...”

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be followed.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

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No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy Number 1030 Public Complaints.

There are three opportunities for public comment:

Public Comment #1

On the agenda, under “Open Time for Public Comment”, the public may address the Board on any subject NOT listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. Speakers will be asked but are not required to clearly state their name and address or political jurisdiction where they live. The Board cannot act on items that are not listed on the agenda and, therefore, the Board cannot respond to non-agenda items brought up under Public Comment other than provide general information. This will generally take place before the consideration of the Consent Calendar.

Public Comment for Agenda Items #2

District policy ensures members of the public the opportunity to speak to any regular or special meeting agenda item before final action. This opportunity to speak is during the public discussion portion of each agenda item and must be related to matters under consideration for that agenda item.

Public Comment #3

Under Public Comment #2, the public may address the Board if they were unable to do so during Public Comment #1. The same caveats apply.

7.12 Presiding Board Meeting

The Board President shall normally preside at meetings of the Board. In the absence of the Board President, the Board Vice-president shall preside. In the absence of both the President and the Vice-president, the first order of business at the Board meeting shall be the appointment, by the Board members present, of a presiding Board member to chair the meeting.

ARTICLE 8: MEETING MINUTES, PUBLIC RECORDS

8.1 Board Meeting Minutes

The Clerk to the Board of Directors shall keep minutes of all regular and special meetings of the Board but minutes shall NOT be taken of Closed Sessions or Study Sessions. The Clerk is authorized by the Board of Directors to attend the closed sessions. (*Ref: Res. No. 2008-07 12-19-07*)

The official records of the meetings are the approved typed minutes. The official 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 and shall provide information as required by law and Board policies. For convenience, an additional posting of the Board agendas, minutes and meeting packet shall be posted on the South Lake County Fire Protection District website at www.southlakecountyfire.org.

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

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

The minutes of Board meetings may be maintained, but not limited to, as suggested hereinafter outlined:

- › Date, place, and type of each meeting.
- › Directors present and absent by name.
- › Call to order.
- › 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.
- › Record of items to be considered at special meetings.
- › Approval or amended approval of the minutes of preceding meetings.
- › Complete information as to each subject of the Board's deliberation.
- › Complete information as to each subject including the roll call record of the vote on a motion
- › All Board resolutions and ordinances in complete context, numbered serially for each fiscal year.
- › A record of all contracts entered into.
- › All employments and resignations or terminations of employment within the District.
- › A record of all bid procedures, including calls for bids authorized, bids received and other action taken.
- › A record by number of all warrants approved for payment.
- › Adoption of the annual budget.
- › Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month.
- › A record of all important correspondence
- › A record of the Fire Chief's report to the Board.
- › Approval of all policies and Board-adopted regulations.
- › A record of all visitors and delegations, as well as subjects presented, appearing before the Board.

8.2 Clerk to the Board

The Clerk to the Board performs various administrative and managerial duties. These duties shall be but are not limited to those required by law and all duties devolving upon such office, keeping a true and complete record of the proceedings of the Board, preparation of the Board agenda, facilitation of the execution of official and legislative processes, which includes provisions of the Political Reform Act of 1974, attesting to the passing of resolutions and ordinances, having full charge of all the books, documents and papers which properly belong to that office, and participating in Board meetings.

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 headquarters fire station located at 21095 State Highway 175, Middletown, California during regular business hours. The public shall contact the Clerk to the Board to request a time to inspect District documents.

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. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. 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.

8.5 Board Electronic Communications Policy

The purpose of the Board Electronic Communications Policy is to ensure the proper use of the District technologies. 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.

Each member of the District's Board of Directors will be provided with an email account on the District's system. The District's website provides the public with a link to these email accounts and the business cards provided to each Board member also includes the District email address. Members of the Board of Directors should use only their District email accounts for all District business and should not use their personal or business email accounts for this purpose.

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

ARTICLE 9: RULES OF ORDER DURING MEETINGS

The Board President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak whom the Board President has not first recognized, and all questions and remarks shall be addressed to the President. Board meetings are held in accordance with Robert's Rules of Order, Parliamentary Procedure.

9.1 Points of Order

The Board President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board President 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 Director desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the question under debate.

- A. 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.
- B. A Director, once recognized, shall not be interrupted while speaking unless called to order by the President, unless another Director raises a Point of Order, or unless the speaker chooses to yield to questions from another Director.
- C. 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 remarks so as to comply with rules of the Board.
- D. 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.
- E. 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 Directors.

9.4 Conflict of Interest

All Board 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 Board 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 Board Director normally should speak more than once upon any one subject until every other Board Director choosing to speak thereon has spoken. No Board 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 Board Director 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 Board President Final Unless Overruled

In presiding over meetings, the Board President, Vice President or temporary President 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 Board 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 motion, resolution or ordinance. For example: Board actions setting rules for long-term application are taken by ordinance, whereas routine business and administrative matters which are usually more temporary in nature are accomplished by resolutions.

The motion is a simple device to place a matter before the Board for consideration. It is a procedural device rather than a written document. Motions should not be used to adopt or approve a matter that is a lasting effect beyond the meeting itself. 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.

Actions by the Board of Directors include but are not limited to the following:

- ▶ Adoption or rejection of regulations or policies.
- ▶ Adoption or rejection of a resolution.
- ▶ Adoption or rejection of an ordinance.
- ▶ Approval or rejection of any contract or expenditure.
- ▶ Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel.
- ▶ Approval or disapproval of matters, which require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions are taken at a meeting where only a quorum is present and require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law). This policy applies to abstentions from voting. A member abstaining in a vote is considered as absent for that vote.

The Board may give directions, which are not formal action. Directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

9.10 Processing of Motions

When a motion is made and seconded, it shall be stated by the Board President 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 President 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 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. Amend
- F. Continue
- G. Reconsider

A. Motion to Adjourn - Not debatable

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

- › When repeated without intervening business or discussion
- › When made as an interruption of a Member
- › When discussion has been ended and vote on motion is pending
- › 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 Board Member 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.

9.13 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 Board 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 President voting last. The Clerk 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 Board 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: PROCEDURE FOR ADOPTING A RESOLUTION

Resolutions express policy or opinion of the Board or to approve an action such as a contract or major expenditure of funds. A resolution should not be used for the adoption of law or policy that applies to the residents of the District. A resolution may be used for the adoption of internal regulations such as personnel rules.

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 is effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

- A. Motion
- B. Second
- C. Discussion
- 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 to the Board or designee shall prepare the form of the resolution for presentation at the next meeting.

ARTICLE 11: PROCEDURE FOR ADOPTING AN ORDINANCE

Ordinances adopt laws and are subject to the statutory adoption processes. The statutory adoption process must be strictly followed, or the ordinance may be found invalid. Ordinances are long-term, directly affect the public and subject to initiative and referendum laws and are used to adopt laws.

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 the reading of the entire ordinance and read the ordinance 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/seconding reading of the ordinance must occur at least five (5) days after the first reading. The Board will follow the same steps as the introduction/first reading of the ordinance.

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 District Board Meetings when legal advice, contract consultation, and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

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

SUMMARY OF STATEMENT NO. 54

SUMMARIES / STATUS

SUMMARY OF STATEMENT NO. 54

FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS

(ISSUED 02/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the *general fund*, special revenue fund type, *capital projects fund type*, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, March 15, 2022, at 7:00 p.m.
Located at the Middletown Fire Station Board Room,
21095 Highway 175, Middletown, CA 95461

This regular meeting is for the purpose of discussing and consider the following items:

1. *President Hoberg called meeting to order at 7:02 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Roll Call: Directors Jim Comisky, Stephanie Cline, and Madelyn Martinelli, Vice President Rob Bostock, President Devin Hoberg. Also present: Chief Paul Duncan, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **COMISKY/BOSTOCK MOTION** to approve agenda. *AYES: Cline, Martinelli, Bostock, Comisky, Hoberg. NOES: None. MOTION CARRIED.*
5. Consideration of approval of videoconference option under AB 361. Board will consider approval of findings that there remains a State proclaimed COVID 19 health emergency and local officials continue to impose or recommend measures to promote social distancing.
CLINE/BOSTOCK MOTION to approve agenda item 5. *AYES: Martinelli, Cline, Bostock, Comisky, Hoberg. NOES: None. MOTION CARRIED.*
6. Citizens' Input: Any person may speak for three (3) 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. Total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board.

None.

7. Communications:

7.a. Fire Sirens

No report.

7.b. Fire Safe Council

Minutes and chipping schedule are included in agenda packet. Chief Duncan states Liz Black stepped down as President and Julianne Lewis is the new President. Biggest issue is the pine fuel in the Cobb area. Clear Lake Environmental Research Center is working on the Fox Drive area and PG&E is making defensible space areas. They are doing about 700 tree removals on Cobb. Director Martinelli added that PG&E sent postcards out with all the information.

7.c. Volunteer Association

Association President Todd Fenk reports thankfully it feels like finally we're starting to get back to a little normal; we're revisiting the open house, which will be April 2nd at the station, with a lot planned and bingo night to follow at the Lions Club.

Doors open at 5, bingo starts at 6, and chicken and pasta from Hometown Creamy will be served. Price is \$15 per adult and \$10 per kid. There will also be raffles, auction items, and cash prizes. We are hoping this is successful, and we can do it again in the future.

The academy is just starting to get into things, it's a lot of fun for our one recruit from South Lake. This weekend they are working on extrication.

Paid Call Firefighter (PCF) attendance has been a struggle over the past couple of years, so we made it a point at the beginning of the year to hold everyone accountable for participation. The attendance and been up and looking forward to what that brings.

South Lake was approached by the High School to help with Sober Grad. We will be supplying transportation with staff in uniform from 9pm-5am to make sure students get home safely. Chief Duncan has signed up to participate also. They will use utilities or personal vehicles if needed.

7.d. Chief's Report

Chief Duncan read from his notes included in the agenda packet, added the new Unit Chief will be coming around Monday.

Chief Duncan responded to Director Martinelli's question about the Americorp group coming around to help clear brush. There was a short window but that has passed, they were working around the community, looking at clearances, and handing out pamphlets.

Additionally, we are about 3 months ahead on curing of fuels and humidity out in the timber. So mid-June is where this would be typically.

7.e. Finance Report

Staff Services Analyst Fong has nothing to add to report included in the agenda packet. She reminded all the budget process is coming up. She hopes to provide a preliminary budget in April and the final recommended in May for adoption.

PCFs covering behind at the stations amounts to about \$57,000 and takes the place of overtime on the Cal Fire side. She responded to Director Martinelli's question about whether the \$19,237 spent under the overtime salaries and wages budget of \$35,000 was part of the \$57,000. Overtime has not been split out yet. She plans to prepare one budget transfer instead of multiple. PCFs don't have a scheduled work week. It starts when they start at the station with the first 53 hours at straight time, and after that is overtime until the end of the week, then starts over again. Hours worked are included in her report.

7.f. Directors' activities report

Director Martinelli reports she called in a fire today around the 10000 block of Loch Lomond Road because a couple of people were concerned. Chief Duncan responded that a lot of burning is being done. He could share database with control burns but there at about 6000 permits. She shared news about the Loch Lomond property going up for auction with \$200,000 opening bid. She called the realtor who couldn't tell her if it was listed for sale, and today a real estate guy came and put sign up for lease and for sale but couldn't discuss it with her.

Director Bostock has no activity to report.

Director Cline shared her summary on information at the Murphy program she attended. Long story short, it was a lot of information and good thing is she is attending the Fire District Association of California (FDAC) conference in April. She toured the district with Battalion Chief Wink on Sunday, visited fire houses and the most exciting thing was going out to a control burn out in Jerusalem Grade area. It was nice to see how professional Battalion Chief Wink was with the family and has their trust. One thing she took away was the living. At least Cobb has the view and is not super cramped and with Hidden Valley station she can see why there is a push to have the new station. It was cool to see how clean they kept everything.

Director Comisky is spending a lot of time for the conference in April. There is a really good program and first live meeting in two years. Discussion is taking place with Cal Chief, FDAC, and Cal Fire about the term "fire season" going away. Because as of the last year there have been fires year around. People become complacent with hearing the end of fire season or the beginning of fire season. Its going to be a collaborated effort to take the term away. Chief Duncan suggested use of 'burn season.'

State Emergency Medical Services Authority is at a standstill. Chapter 13 hearings have stopped since Dr. Duncan is gone. Liz, who is the interim, is being very corporative and is not being a bully. Taking away the ability to transport Advance Life Support will directly affect us.

Director Hoberg reports the equipment and facilities committee met and came up some recommendations.

- 7.g. Vitalant recognizes South Lake County Fire Protection District for their lifesaving contributions during the 16th Annual Bucket Brigade Challenge.

There is a certificate attached to the agenda. Karin stated that they did bring in one t-shirt if anyone wanted it.

8. Regular Items:

- 8.a. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-19, A Resolution Setting Consumer Price Index (CPI), Directing Fire Chief, or Designee, to certify and Request County of Lake to Collect Special Tax on the 2022-2023 County Tax Rolls. Placed on the agenda by Staff Services Analyst Gloria Fong.

What is being presented is the setting of the consumer price index that must be adjusted every year per the ballot.

Staff Services Analyst Fong answered Director Martinelli's questions about what this equal for a single-family residence. She responded that it is \$221.60, up from \$207.20.

CLINE/COMISKY MOTION to approve item as submitted. AYES: Martinelli, Bostock, Comisky, Cline, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.b. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-20, A Resolution of the Board of Directors of the South Lake County Fire Protection District Adopting a Fire Protection System Study, Fire Protection Standards, and a Capital Fire Facilities and Equipment Plan. Placed on the agenda by Staff Services Analyst Gloria Fong.

This allows us to collect fire mitigation fees. If this isn't adopted and submitted by March 31st, we lose opportunity to continue collecting the \$1 per square foot, as allowed through the County ordinance.

CLINE/MARTINELLI MOTION to approve item 8b as submitted. AYES: Bostock, Martinelli, Cline, Comisky, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.c. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-21, A Resolution of the Board of Directors of the South Lake County Fire Protection District Making Findings and Requesting Imposition of the Fire Mitigation Fees Pursuant to the Lake County Fire Mitigation Fee Ordinance. Placed on the agenda by Staff Services Analyst Gloria Fong.

This is the request for the imposition of the fees.

MARTINELLI/CLINE MOTION to approve 8c. AYES: Comisky, Cline, Bostock, Martinelli, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.d. Consideration for Objection to Tax Defaulted Properties Approved for Public Auction. Placed on the agenda by Staff Services Analyst Gloria Fong.

This is primarily to inform us there are properties going up for auction set by the Board of Supervisors. 14% of the list does fall under South Lake's jurisdiction, which isn't a lot. When the property sells, the back taxes get paid and the district gets something.

No action taken.

- 8.e. Approve recommendation from Consultant Skiles and the Equipment & Facilities Committee to hire Archligix to design the Hidden Valley Station expansion project. Placed on the agenda by the Equipment and Facilities Committee.

Director Hoberg stated that the committee met, and all agree that Archligix is the best candidate.

CLINE/BOSTOCK MOTION to approve 8e as submitted. AYES: Martinelli, Cline, Comisky, Bostock, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.f. **TABLED FROM** July 20, 2021, Meeting: Consideration for the updating Office Furniture for Middletown Station 60. Placed on the agenda by Battalion Chief Mike Wink and Staff Services Analyst Gloria Fong.

The website will be updated with the attachment which is currently missing from the agenda packet.

Staff Services Analyst Fong informed the Board this item was introduced at the July 20, 2021, Board meeting. The National Business Furniture quote was roughly under \$14,000 and that included furniture for the shared office, front office, and her office. It also included installation and assembly. We looked at the product and wanted to look at another product to compare with it.

The second vendor is Seats and Stations. Chief Duncan visited their showroom in Roseville and their furniture is of good quality. It is a made to order item, so whatever items are chosen are non-returnable. They were asked to quote furniture for the same offices. They were also asked to quote furniture for the chief's office, board room directors' tables and chairs, which are about 10 years old, small conference room chairs and the lobby area. This was done to have the same collection throughout the station. This can be done by office if the Board chooses. Their quote also includes installation, and this quote came in at just over \$50,000 because it includes furniture for additional offices.

Looking at the two products excluding the installation and furniture for the additional offices, they are comparable \$13,000 National Business Furniture and \$14,000 Seats and Stations. The products do differ slightly, such as desk sizes 30x60 versus 30x72, file cabinets sizes, and is a reason for difference in prices.

Chief Duncan stated that we asked National Business Furniture to deliver one of their cabinets here to look at. It was very lightly built, a lot of particle board and not very substantial. He visited Seats and Stations' showroom in Roseville, specified bigger desks, made sure desks were sit, stand, opted for better options that will in the long run be better for the employees and longer service life for the equipment.

Director Hoberg asked about the service life. Chief Duncan replied except for the sit stands that will have little more wear and tear, the build quality is similar to what we have currently. The furniture in the offices now are about 20 years.

Director Comisky suggested repurposing furniture to another station if there is a need, but the desks are too large for the stations.

Staff Services Analyst Fong informed Board that the resolution will be for total amount of \$50,452.62, half coming from contingencies and other half from reserves, the Intergovernmental Transfer funds, because we have identified that 50% of it is medical because our office staff handles medical side of things.

Director Hoberg asked about the likelihood of how fast the furniture will arrive. The furniture is made to order, and mechanical pieces might be a challenge, but they are local out of Roseville.

BOSTOCK/MARTINELLI MOTION to approve the motion on the furniture from the recommendation from Chief Duncan and Staff Services Analyst Fong and the funds be transferred as stated in the resolution. ***AYES: Martinelli, Cline, Comisky, Bostock, Hoberg. NOES: None. MOTION CARRIED.***

9. Consent Calendar Items:

9.a. February 15, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. March

9.b.2. February – corrected

9.b.3. Budget Transfers

CLINE/BOSTOCK MOTION to approve the consent calendar. *AYES: Martinelli, Bostock, Comisky, Cline, Hoberg. NOES: None. MOTION CARRIED.*

10. **CLINE/COMISKY MOTION** to adjourn meeting at 8:00 p.m. All in attendance are in favor of motion.

Respectfully submitted by Karin Collett, Office Technician:

*READ AND APPROVED BY
DEVIN HOBERG, President – Board of Directors:*

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Invoice Audit Trail

Detail Report by Vendor, Invoice
 Run Date: 04/15/2022 01:40:05pm By: GF

Selection Criteria:
 Include Inv Batch No: 04/19/22

Report Template:
 AP Invoice Report Board Warrant List
 \\Southlake\lsladmin\Wincams\Lsfiles\Report\Criteria\AP Invoice Report Board Warrant List.rst

Voucher No	Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 ATKINS	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 CHASE	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 COLLETT	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 COLLINS	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 COSTA	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 DANIELS	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 DELONG	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 DUNCAN	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 EMERSON	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 FANUCCHI	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	FEB-MAY 2022 FENK, H	03-30	G	33.28	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 FENK, T	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 FRAYER	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 HESS	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 LANNING	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 LEUZINGER	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 LOPEZ	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 MIINCH	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 MYERS	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 NEWSOM	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	FEB-MAY 2022 SCALFARO	03-30	G	33.28	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 SMITH,C	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2022 SMITH, N	03-30	G	8.32	
10580	ARBA	GROUP LIFE FOR PCFS	MAY 2021-APR 2022 HILDERBRAND	03-30	G	-99.84	
10605	AT&T	TELEPHONE CHGS	STA 62 ME 02/12/22	30-00	T2	0.07	
10605	AT&T	TELEPHONE CHGS	STA 63 ME 02/12/22	30-00	T3	0.72	
10605	AT&T	TELEPHONE CHGS	STA 60 ME 02/12/22	30-00	T0	178.56	
10605	AT&T	TELEPHONE CHGS	FS ME 02/12/22	30-00	TF	19.86	
10581	BIG VALLEY ELECTRIC	ELECTRICAL INSTALL	STA 64 MATERIALS	18-00	64	764.72	
10581	BIG VALLEY ELECTRIC	ELECTRICAL INSTALL	STA 64 LABOR	18-00	64	570.00	
10581	BIG VALLEY ELECTRIC	ELECTRICAL REPR/INSTL	STA 62 MATERIAL	18-00	62	129.97	
10581	BIG VALLEY ELECTRIC	ELECTRICAL REPR/INSTL	STA 62 LABOR (03/01/22)	18-00	62	570.00	
10581	BIG VALLEY ELECTRIC	ELECTRICAL REPR/INSTL	STA 62 SVC CALL (02/02/22)	18-00	62	180.00	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	PERSONAL SERVICES	23-80	CF	423,626.78	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	WORKERS COMP SAFETY	23-80	CF	574.50	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	UNEMPLOYMENT	23-80	CF	0.00	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	OPERATING EXPENSE	23-80	CF	42,476.79	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	ADMINISTRATION	23-80	CF	46,289.91	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	WORKERS COMP-MISC	23-80	CF	1,278.59	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	RETIREMENT	23-80	CF	104,626.83	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	BENEFITS	23-80	CF	72,391.58	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	WC-POF	23-80	CF	14,425.37	
10582	CAL FIRE	17500 Q4-ESTIMATE (SCH A)	STATEWIDE PRO RATA	23-80	CF	32,904.11	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	PERSONAL SERVICES	23-80	CF	278.02	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	WORKERS COMP SAFETY	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	UNEMPLOYMENT	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	OPERATING EXPENSE	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	ADMINISTRATION	23-80	CF	19.80	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	WORKERS COMP-MISC	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	RETIREMENT	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	BENEFITS	23-80	CF	4.03	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	WC-POF	23-80	CF	0.00	
10582	CAL FIRE	17510 Q4 ESTIMATE (AMADOR)	STATEWIDE PRO RATA	23-80	CF	14.07	
10583	CALLAYOMI CO WATER D	WATER	STA 60 ME 03/29/22 (4350)	30-00	W0	426.94	
10583	CALLAYOMI CO WATER D	WATER	FS ME 03/29/22(1789)	30-00	WF	43.22	
10591	JEFFREY CATALDO	REFUND DUP PMT	ORP21-1011 34363975			29.00	
10594	LAW OFFICES OF J. CH	REFUND MITIGATION FEE	21137 CALISTOGA ST MIDDLETOWN			6,130.00	
10594	LAW OFFICES OF J. CH	REFUND MITIGATION FEE	21137 CALISTOGA ST MIDDLETOWN			680.00	

Voucher No	Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10585	CLEAR LAKE ENVIRONME	GRANT MGMT SVC QE 03/31/22	PROGRAM MANAGER	62-74	60	1,330.00	RES 2021-22-16 5GG20109
10585	CLEAR LAKE ENVIRONME	GRANT MGMT SVC QE 03/31/22	EXECUTIVE DIRECTOR	62-74	60	300.00	RES 2021-22-16 5GG20109
10585	CLEAR LAKE ENVIRONME	GRANT MGMT SVC QE 03/31/22	PROJECT COORDINATOR	62-74	60	838.75	RES 2021-22-16 5GG20109
10585	CLEAR LAKE ENVIRONME	GRANT MGMT SVC QE 03/31/22	SENIOR PROGRAM MANAGER	62-74	60	552.50	RES 2021-22-16 5GG20109
10585	CLEAR LAKE ENVIRONME	GRANT MGMT SVC QE 03/31/22	ADMIN MANAGER	62-74	60	162.50	RES 2021-22-16 5GG20109
10592	JIM COMISKY	REIMB- CAL CHIEFS	09/13/21 CONFERENCE (SHERATON SAN D	29-50	B	181.69	
10592	JIM COMISKY	REIMB- CAL CHIEFS	09/14/21 CONFERENCE (SHERETON SAN D	29-50	B	181.69	
10592	JIM COMISKY	REIMB- CAL CHIEFS	09/15/21 CONFERENCE (SHERETON SAN D	29-50	B	181.69	
10592	JIM COMISKY	REIMB- CAL CHIEFS	09/13/21 CONFERENCE (CHEAPOAIR)	29-50	B	270.99	
10592	JIM COMISKY	REIMB- CAL CHIEFS	09/13/21 CONFERENCE (BAGGAGE CHG AL	29-50	B	30.00	
10592	JIM COMISKY	REIMB- CAL CHIEFS	01/09/22 ANNUAL PLAN MTG (AIRFARE-O	29-50	B	254.72	
10592	JIM COMISKY	REIMB- CAL CHIEFS	01/09/22 ANNUAL PLAN MTG (DOUBLE TR	29-50	B	181.26	
10592	JIM COMISKY	REIMB- CAL CHIEFS	01/10/22 ANNUAL PLAN MTG (DOUBLE TR	29-50	B	181.26	
10592	JIM COMISKY	REIMB- CAL CHIEFS	01/11/22 ANNUAL PLAN MTG (PARKING S	29-50	B	54.00	
10586	CORAL LEIGH PHOTOGRA	PICTURES BOARD ROOM	STA 60 B&W HEADSHOTS (6)	28-30	60	200.00	
10586	CORAL LEIGH PHOTOGRA	PICTURES BOARD ROOM	STA 60 4X6 B&W (40)	28-30	60	95.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/11/22 (5 HR)	18-00	60	150.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/14/22 (8 HR)	18-00	60	240.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/15/22 (7.5 HR)	18-00	60	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/17/22 (7.5 HR)	18-00	60	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/21/22 (7.5 HR)	18-00	60	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 03/30/22 (7.5 HR)	18-00	FS	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 03/31/22 (7.5 HR)	18-00	FS	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 04/01/22 (5 HR)	18-00	FS	150.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/22/22 (7.5 HR)	18-00	60	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 03/23/22 (7.5 HR)	18-00	60	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 03/24/22 (7.5 HR)	18-00	FS	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 03/25/22 (7.5 HR)	18-00	FS	225.00	
10600	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	FS BLD 03/29/22 (3.5 HR)	18-00	FS	105.00	
10587	COUNTY OF LAKE SOLID	GARBAGE DISPOSAL	STA 60 (1160)	30-00	G0	37.30	
10587	COUNTY OF LAKE SOLID	GARBAGE DISPOSAL	FS (1160)	30-00	GF	37.31	
10587	COUNTY OF LAKE SOLID	GARBAGE DISPOSAL	STA 31 (1210)	30-00	GA	38.92	
10587	COUNTY OF LAKE SOLID	GARBAGE DISPOSAL	FS (1210)	30-00	GF	38.91	
10590	GABRIELLE DORSETT	REFUND DUP PMT	ORP21-1043 REF #34417388			29.00	
10589	FASIS	WORKERS COMPENSATION FY20-21	NONSAFETY, CLERICAL	04-00	NA	-1,218.00	
10589	FASIS	WORKERS COMPENSATION FY20-21	NONSAFETY, MUNICIPALITY	04-00	NM	327.00	
10589	FASIS	WORKERS COMPENSATION FY20-21	SAFETY, VOLUNTEER BASE	04-00	SB	-436.00	
10589	FASIS	WORKERS COMPENSATION FY20-21	SAFETY, VOLUNTEER	04-00	SW	3,558.00	
10589	FASIS	WORKERS COMPENSATION	NONSAFETY, CLERICAL QE 06/30/22	04-00	NA	884.00	
10589	FASIS	WORKERS COMPENSATION	NONSAFETY, MUNICIPALITY QE 06/30/22	04-00	NM	78.00	
10589	FASIS	WORKERS COMPENSATION	SAFETY, VOLUNTEER BASE QE 6/30/22	04-00	SB	3,102.00	
10589	FASIS	WORKERS COMPENSATION	SAFETY, VOLUNTEER QE 06/30/22	04-00	SW	1,999.00	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 2ND INSTL			103.60	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 1ST INSTL			-103.60	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 1ST INSTL			103.60	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 2ND INSTL			103.60	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 1ST INSTL			-103.60	
10602	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022 1ST INSTL			103.60	
10596	MICHELLE GREENOUGH	REFUND PMT	ORP21-0953 34224896			29.00	
10593	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	03/04 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10593	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	03/05 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10593	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	03/11 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10593	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	03/12 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10595	LIFE ASSIST INC	EMS SUPPLIES	ORD 52224786-2	19-40	MS	97.21	
10595	LIFE ASSIST INC	EMS SUPPLIES	ORD 53222117-1	19-40	MS	1,182.81	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 2/10 WEED CONTROL, IRRIGATIO	18-00	60	95.00	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 2/17 LANDSCAPE, WEED CONTROL	18-00	60	150.00	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 3/05 WEED CONTROL IRRIGATION	18-00	60	95.00	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 03/17 WEED, IRRIGATION	18-00	60	60.00	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 03/24 WEED, LANDSCAPE INSTL	18-00	60	110.00	
10588	DENNIS MAHONEY	LANDSCAPE MAINTENANCE	STA 60 03/31 WEED, IRRIGATION, LAND	18-00	60	100.00	

Voucher No	Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10584	CAROL OLSEN	REIMB STOLEN REPL ITEMS	HAND TRUCK	18-00	FS	76.46	
10584	CAROL OLSEN	REIMB STOLEN REPL ITEMS	FLAT BED DOLLY	18-00	FS	58.98	
10598	PG&E	ELECTRIC CHGS	STA 60 ME 03/22/22 (2679.8400KWH)	30-00	E0	877.18	
10598	PG&E	ELECTRIC CHGS	STA 62 ME 03/22/22 (2924.9654KWH)	30-00	E2	846.51	
10598	PG&E	ELECTRIC CHGS	STA 63 ME 03/22/22 (2137.3930KWH)	30-00	E3	621.83	
10598	PG&E	ELECTRIC CHGS	STA 64 ME 03/22/22 (392.6950KWH)	30-00	E4	137.05	
10598	PG&E	ELECTRIC CHGS	FS ME 03/22/22 (683.2330KWH)	30-00	EF	219.52	
10599	QUACKENBUSH MRRCF	GREENWASTE DISPOSAL	STA 31 GREENWASTE (960)	30-00	GA	27.36	
10601	ROGER ANTHONY CONSTR	REPAIR/REFINISH WASH ROOM	STA 60 MATERIAL	18-00	60	5,234.87	
10601	ROGER ANTHONY CONSTR	REPAIR/REFINISH WASH ROOM	STA 60 DUMP FEE	18-00	60	150.00	
10601	ROGER ANTHONY CONSTR	REPAIR/REFINISH WASH ROOM	STA 60 LABOR	18-00	60	4,200.00	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 BOARD ROOM 50%	38-00	60	4,726.13	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 CHIEF OFFICE 50%	38-00	60	2,098.48	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 CONFERENCE 50%	38-00	60	694.98	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 FRONT OFFICE 50%	38-00	60	2,096.81	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 ADMIN OFFICE 50%	38-00	60	2,047.23	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 BC OFFICE 50%	38-00	60	3,236.96	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 LOBBY 50%	38-00	60	2,892.74	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 ASSEMBLE 50%	38-00	60	5,898.75	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 SERVICE 50%	38-00	60	15.00	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 INTERIOR DESIGN 50%	38-00	60	877.44	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 PM SERVICES 50%	38-00	60	643.50	
10579	SEATS AND STATIONS	OFFICE FURNITURE	STA 60 LOGO & SETUP	38-00	60	516.14	
10603	TELEFLEX LLC	EMS SUPPLIES	EZ-IO 25MM NEEDLE	19-40	MS	597.63	
10597	MIKE WINK	REIMB SECURITY DEVICE PURCH	ORDER NUMBER 6869804	18-00	64	37.26	
10597	MIKE WINK	REIMB SECURITY DEVICE PURCH	ORDER NUMBER 4687428	18-00	64	65.13	
10597	MIKE WINK	REIMB SECURITY DEVICE PURCH	ORDER NUMBER 6501016	18-00	64	58.98	
10604	WITTMAN ENTERPRISES	AMBULANCE BILLING SVC	FEB 2022	23-80	AB	1,773.25	
10606	US BANK	VARIOUS (SEE ATTACHED)		VARIOUS (SEE ATTACHED)		7,362.73	
10607	US BANK	VARIOUS (SEE ATTACHED)		VARIOUS (SEE ATTACHED)		42,067.59	
				TOTAL		857,447.12	

Voucher No	Merchant Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10606	ROCK EXOTICA LLC	WATER RESCUE GEAR ITEMS	M6211 ORCA LOCK - SECURE WATER RESC	28-30	62	117.44	FIRE SIRENS WISHLIST 2021 #7
10606	ROCK EXOTICA LLC	WATER RESCUE GEAR ITEMS	M6311 ORCA LOCK - SECURE WATER RESC	28-30	63	117.44	FIRE SIRENS WISHLIST 2021 #7
10606	ROCK EXOTICA LLC	WATER RESCUE GEAR ITEMS	R6031 ORCA LOCK - SECURE WATER RESC	28-30	60	117.44	FIRE SIRENS WISHLIST 2021 #7
10606	ROCK EXOTICA LLC	WATER RESCUE GEAR ITEMS	E1477 ORCA LOCK - SECURE WATER RESC	28-30	A	117.44	FIRE SIRENS WISHLIST 2021 #7
10606	ROCK EXOTICA LLC	WATER RESCUE GEAR ITEMS	E1487 ORCA LOCK - SECURE WATER RESC	28-30	A	117.41	FIRE SIRENS WISHLIST 2021 #7
10606	RAINBOW AMERICA'S COUNTRY STO	PROPANE FOR COOKING	STA 60 LPG PROPANE	17-00	60	8.89	
10606	SWISCO	SHOWER DOOR REPR	STA 63 TOP ROLLER	18-00	63	126.66	
10606	SWISCO	SHOWER DOOR REPR	STA 63 BOTTOM ROLLER	18-00	63	89.42	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 CAMERA/MONITOR	62-79	60	1,008.92	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 INSTALLATION- LABOR	62-79	60	2,093.06	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 HARDWARE	62-79	60	1.50	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 WASHER	62-79	60	0.91	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 RIVNUT	62-79	60	1.00	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 HYPERTECH SPEED CAL	62-79	60	301.00	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 INSTALLATION-LABOR	62-79	60	174.42	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 INSTALLATION-LABOR	62-79	60	116.28	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 HARDWARE	62-79	60	2.36	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 HARDWARE	62-79	60	1.54	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 PULL CABLE	62-79	60	36.35	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 INSTALLATION-LABOR	62-79	60	290.70	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 STEERING STABILIZER BRACKET	62-79	60	340.76	
10606	DC CUSTOMS, INC	CAMERA & INSTALLATION	E6061 STEERING STABILIZER	62-79	60	454.33	
10606	MIDDLETOWN COPY & PRINT	INFORMATIONAL HANDOUTS	STA 62 WHAT TO DO WHEN SOMEONE DIES	22-70	62	101.89	
10606	MIDDLETOWN COPY & PRINT	INFORMATIONAL HANDOUTS	STA 63 WHAT TO DO WHEN SOMEONE DIES	22-70	63	101.89	
10606	AMAZON	OXYGEN CYLINDER TAGS	CODE CORRECTION	17-00	60	-77.50	
10606	AMAZON	OXYGEN CYLINDER TAGS	CODE CORRECTION	17-00	60	-73.80	
10606	AMAZON	OXYGEN CYLINDER TAGS	CYLINDER TANK STATUS TAGS WITH META	19-40	O	77.50	
10606	AMAZON	OXYGEN CYLINDER TAGS	CYLINDER TANK STATUS TAGS STEEL RIN	19-40	O	73.80	
10606	RESCUE NORTHWEST	ROPE RESCUE ANCHOR STRAPS	E1477 YATES NFPA 5 FT ANCHOR STRAP	28-30	A	128.48	FIRE SIRENS WISHLIST 2021 #8
10606	RESCUE NORTHWEST	ROPE RESCUE ANCHOR STRAPS	E1487 YATES NFPA 5 FT ANCHOR STRAP	28-30	A	128.48	FIRE SIRENS WISHLIST 2021 #8
10606	RESCUE NORTHWEST	ROPE RESCUE ANCHOR STRAPS	M6211 YATES NFPA 5 FT ANCHOR STRAP	28-30	62	64.24	FIRE SIRENS WISHLIST 2021 #8
10606	RESCUE NORTHWEST	ROPE RESCUE ANCHOR STRAPS	M6311 YATES NFPA 5 FT ANCHOR STRAP	28-30	63	64.24	FIRE SIRENS WISHLIST 2021 #8
10606	RESCUE NORTHWEST	ROPE RESCUE ANCHOR STRAPS	R6031 YATES NFPA 5 FT ANCHOR STRAP	28-30	60	64.24	FIRE SIRENS WISHLIST 2021 #8
10606	ICONS OF MANHATTAN	CONFERENCE RM CHAIRS	STA 64 OFFICE CHAIR (6)	22-70	64	1,074.00	
					SUBTOTAL	7,362.73	
10607	SOUTH LAKE REFUSE	REFUSE/ RECYCLE COLLECTION	STA 62 ME 03/31/22	30-00	G2	70.09	
10607	SOUTH LAKE REFUSE	REFUSE/RECYCLE COLLECTION	STA 60 ME 03/31/22	30-00	G0	152.89	
10607	SOUTH LAKE REFUSE	REFUSE/RECYCLE COLLECTION	STA 63 ME 03/31/22	30-00	G3	61.16	
10607	AMAZON	ORGANIZATION SUPPLIES	PCF SHED - LABEL MAKER	22-70	60	140.24	
10607	HUDOCK FIRE PROTECTION	ANNUAL TITLE 19 INSPECTION	STA 60 TITLE 19 INSPECTION	18-00	60	600.50	
10607	FERRELLGAS	PROPANE	STA 60 FILL (270.2GAL)	30-00	P0	775.39	
10607	COSTCO	STORAGE RACKS	STA 60 EMS RM 6 TIER SHELVE 48X18X7	18-00	60	321.73	
10607	COSTCO	STORAGE RACKS	STA 64 6 TIER SHELVE 48X18X72	18-00	64	321.73	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 SHELF/DRAWER LINER	14-00	64	44.23	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 200Z PAPER BOWL (135 CT)	14-00	64	16.26	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 8-1/2" PAPER PLATES (285 CT)	14-00	64	54.22	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 CUISINART KNIFE (6 PIECE)	14-00	64	27.11	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 CUTTING BOARD (3 PIECE)	14-00	64	21.68	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 KITCHENAID TOOL/GADGET (11 P	14-00	64	70.50	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA64 NON STICK COOKWARE (12 PIECE)	14-00	64	151.86	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 42 GAL BAGS (32 CT)	14-00	64	19.52	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 DISINFECT WIPES 85 CT (5 PK)	14-00	64	15.43	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 BATH TISSUE (30 ROLLS)	14-00	64	67.23	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 PAPER TOWELS (12 CT)	14-00	64	52.89	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 CUTLERY (360 CT)	14-00	64	17.35	
10607	COSTCO	HOUSEHOLD SUPPLIES	STA 64 18 OZ CUP (240 CT)	14-00	64	28.19	
10607	ZOOM VIDEO COMMUNICATIONS IN	BOARD MEETING REMOTE ACCESS	ME 05/10/22 STANDARD PRO	23-80	SP	14.99	
10607	MAKESTICKERS.COM	STICKERS-OPERATION FORCE MULTIPLIER	STA 60 HAND TOOL, EXTINGUISHER (1000	22-70	60	232.95	
10607	ECO PRODUCT SYSTEMS LLC	UTV MODULE	ECO COMPRESSED AIR FOAM 30-A	62-74	60	7,007.44	RES 2021-22-16 5GG20109
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6061 VINYL LETTERING	17-00	60	442.82	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6321 (2024) VINYL LETTERING	17-00	63	442.82	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6221 (2024) VINYL LETTERING	17-00	62	442.81	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	WT6011 (2024) VINYL LETTERING	17-00	60	442.81	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6011 (2022) VINYL LETTERING	17-00	60	442.81	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	M6211 (2023) VINYL LETTERING	17-00	62	442.81	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6321 (2024) VEHICLE MAGNETS	17-00	63	173.51	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	E6221 (2024) VEHICLE MAGENETS	17-00	62	173.51	
10607	MIDDLETOWN COPY & PRINT	VINYL LETTERING	WT6011 (2024) VEHICLE MAGENETS	17-00	60	173.52	
10607	MIDDLETOWN MAIL & MORE	POSTAGE-ADDRESS SIGNS	STA 60 ADDRESS SIGN MAILER (7)	22-71	60	75.61	
10607	PAPERWORLD	CHECK STOCK RE-ORDER	AP CHECK (275 BEG #10601)	22-70	60	342.07	
10607	MATHESON TRI-GAS INC	MEDICAL OXYGEN	FILL UP (4)	19-40	O	297.18	
10607	MATHESON TRI-GAS INC	MEDICAL OXYGEN	HAZARDOUS MATERIAL CHARGE	19-40	O	13.47	

Voucher No	Merchant Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10607	MATHESON TRI-GAS INC	MEDICAL OXYGEN	DELIVERY FUEL SURCHARGE	19-40	O	33.95	
10607	MATHESON TRI-GAS INC	MEDICAL OXYGEN RENTAL	ME 03/31/22	19-40	O	94.90	
10607	STERICYCLE INC	MEDICAL WASTE DISPOSAL	ME 03/31/22	19-40	MW	94.96	
10607	STERICYCLE INC	MEDICAL WASTE DISPOSAL	COLLECTED 03/28/22	19-40	MW	0.27	
10607	MEDIACOM	INTERNET SVC	STA 63 ME 04/16/22	30-00	I3	78.18	
10607	MEDIACOM	INTERNET SVC	STA 62 ME 04/26/22	30-00	I2	78.18	
10607	MEDIACOM	INTERNET SVC	STA 60 ME 04/26/22	30-00	I0	67.99	
10607	REDWOOD COAST FUELS	KEROSENE	STA 64 KEROSENSE (100)	30-00	P4	613.44	
10607	REDWOOD COAST FUELS	KEROSENE	STA 64FEDERAL EXCISE TAX (.1%)	30-00	P4	0.11	
10607	REDWOOD COAST FUELS	KEROSENE	STA 64 FUEL SURCHARGE	30-00	P4	1.61	
10607	REDWOOD COAST FUELS	KEROSENE	STA 64 REGULATORY COMPLIANCE FEE	30-00	P4	13.88	
10607	LARS JOHNSON HANDYMAN	BUILDING REPAIRS-VARIOUS	FS CONTAINER STEPS	18-00	FS	300.00	
10607	LARS JOHNSON HANDYMAN	BUILDING REPAIRS-VARIOUS	DUMP RUN	18-00	FS	75.00	
10607	LARS JOHNSON HANDYMAN	ADD'L PICTURE FRAME SHELVES (2)	STA 60 PICK UP MATERIALS	18-00	60	150.00	
10607	LARS JOHNSON HANDYMAN	ADD'L PICTURE FRAME SHELVES (2)	STA 60 BUILD SHELVES	18-00	60	300.00	
10607	LARS JOHNSON HANDYMAN	ADD'L PICTURE FRAME SHELVES (2)	STA 60 PAINT SHELVES	18-00	60	225.00	
10607	LARS JOHNSON HANDYMAN	ADD'L PICTURE FRAME SHELVES (2)	STA 60 FINAL PAINT AND INSTALL	18-00	60	150.00	
10607	HARDESTERS	MEAL - MINE INCIDENT	FIREFIGHTERS (8 @ 22.49 EA) CALNU-	13-00	60	179.90	
10607	HARDESTERS	LANDSCAPE MAINT SUPPLIES	STA 63 WEED & GRASS KILLER	18-00	63	26.80	
10607	HARDESTERS	LANDSCAPE MAINT SUPPLIES	STA 63 MYLAR FALSHTAPE	18-00	63	8.14	
10607	HARDESTERS	LANDSCAPE MAINT SUPPLIES	STA 63 PLANT STAKE STEEL	18-00	63	16.06	
10607	HARDESTERS	PREP & PAINT POLES	STA 60 MASKING TAPE/PAPER	18-00	60	15.20	
10607	HARDESTERS	PREP & PAINT POLES	STA 60 ROLLER	18-00	60	7.50	
10607	HARDESTERS	PREP & PAINT POLES	STA 60 C+K EXT P&P	18-00	60	51.46	
10607	HARDESTERS	MEAL- CHIEFS' MEETING	LUNCH (4 @ \$15.27 EA) (DUNCAN, THOM	13-00	60	61.06	
10607	HARDESTERS	GENERATOR MAINT	STA 63 SYNTHETIC OIL	18-00	63	12.85	
10607	HARDESTERS	GENERATOR MAINT	STA 63 FUNNEL	18-00	63	4.92	
10607	HARDESTERS	EQUIPMENT CLEAN SUPPLIES	STA 60 WIPING CLOTHS	17-00	60	1.92	
10607	HARDESTERS	EQUIPMENT CLEAN SUPPLIES	STA 60 GOOF OFF	17-00	60	5.78	
10607	HARDESTERS	PLUMBING MAINT	STA 63 SHARKBITE CONN 3/4	18-00	63	10.29	
10607	HARDESTERS	PLUMBING MAINT	STA 63 BIBB HOSE BRASS 3/4	18-00	63	15.00	
10607	HARDESTERS	PLUMBING MAINT	STA 63 THREAD SEAL TAPE 1/2	18-00	63	1.71	
10607	HARDESTERS	LONGER CABLE	HDMI CABLE	28-30	T	19.29	
10607	HARDESTERS	VEHICLE CLEAN SUPPLIES	STA 60 MULTI-PURP CLENR	17-00	60	8.15	
10607	HARDESTERS	VEHICLE CLEAN SUPPLIES	STA 60 PROTECTANT ARMR ALL	17-00	60	27.69	
10607	HARDESTERS	VEHICLE CLEAN SUPPLIES	STA 60 CLEANR TIRE FOAM	17-00	60	8.58	
10607	HARDESTERS	VEHICLE CLEAN SUPPLIES	STA 60 AUTO QUICK DETAILER	17-00	60	18.45	
10607	HARDESTERS	VEHICLE CLEAN SUPPLIES	STA 60 CLEANR TIRE NOTO	17-00	60	8.16	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG C+K EXT P&P (2)	18-00	FS	102.94	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG PNTBRSH CLEARCUT	18-00	FS	21.44	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG TRIM ROLLER CVR	18-00	FS	7.50	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG SANDSPONG MED	18-00	FS	3.85	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG PRMR/SEAL	18-00	FS	27.87	
10607	HARDESTERS	PREP & PAINT SUPPLIES	FS BLDG PLASTIC PAIL 2G	18-00	FS	5.99	
10607	LA PRIMA PIZZA	MEAL - FIREFIGHTER REHIRE CADRE	MEALS (25 @ 9.55 EA)	28-30	TB	238.78	CALFIRE TRAINING BUREAU
10607	HIDDEN VALLEY LAKE CSD	WATER/SEWER	STA 63 WATER (779)	30-00	W3	80.72	
10607	HIDDEN VALLEY LAKE CSD	WATER/SEWER	STA 63 SEWER	30-00	W3	91.98	
10607	ACTION SANITARY	PORTABLE TOILET SERVICE	STA 60 CUSTOMER OWNED	18-00	60	50.00	
10607	MALLORY SAFETY AND SUPPLY LLC	BADGE W/WALLET CASE	DIRECTOR (2)	11-00	U	268.88	
10607	MALLORY SAFETY AND SUPPLY LLC	BADGE W/WALLET CASE	FIRE CHIEF (2)	11-00	U	268.88	
10607	MALLORY SAFETY AND SUPPLY LLC	BADGE W/WALLET CASE	CHIEF BLDG OFFICIAL	11-00	U	134.44	
10607	MALLORY SAFETY AND SUPPLY LLC	BADGE W/WALLET CASE	FIRE MARSHAL	11-00	U	134.43	
10607	AMAZON	ORGANIZATION SUPPLIES	PCF SHED- LABEL MAKER TAPE	22-70	60	72.69	
10607	ICE WATER CO	HYDRATION FOR STA	STA 60 5 GALLON SPRING	13-00	60	14.50	
10607	ICE WATER CO	HYDRATION FOR STA	STA 62 5 GALLON SPRING	13-00	62	14.00	
10607	ICE WATER CO	HYDRATION FOR STA	STA 63 5 GALLON SPRING	13-00	63	7.00	
10607	PERFORMANCE MECHANICAL	HVAC REPAIRS	STA 62 REPLACE CONTACTOR 30/40 AMP	18-00	62	217.80	
10607	PERFORMANCE MECHANICAL	HVAC REPAIRS	STA 62 REPAIRS HVAC - REFRIGERANT	18-00	62	105.01	
10607	PERFORMANCE MECHANICAL	HVAC REPAIRS	STA 62 REPLACE SINGLE RUN CAPACITOR	18-00	62	128.34	
10607	PERFORMANCE MECHANICAL	HVAC REPAIRS	STA 62 SERVICE CALL	18-00	62	250.85	
10607	NAPA VALLEY MARRIOTT HOTEL & SF HOTEL FDAC CONFERENCE		04/05-08/22 COMISKY	29-50	B	705.27	

Voucher No	Merchant Vendor Name	Invoice Description	Line Item Description	Object	Sub	Line Net Amt	Req No / Descr 2
10607	NAPA VALLEY MARRIOTT HOTEL & SF HOTEL FDAC CONFERENCE		04/05-08/22 CLINE	29-50	B	705.27	
10607	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 04/26/22 BOOSTER EXTENDER	12-00	62	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 04/26/22 BOOSTER EXTENDER	12-00	62	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 04/26/22BOOSTER EXTENDER	12-00	63	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 04/26/2 EXTENDER	12-00	60	16.02	
10607	VERIZON WIRELESS	CELLULAR SVC	B1417 ME 04/26/22 TABLET	12-00	A	16.02	
10607	VERIZON WIRELESS	CELLULAR SVC	B1418 ME 04/26/22 TABLET	12-00	A	16.02	
10607	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 04/26/22 TABLET	12-00	60	16.02	
10607	VERIZON WIRELESS	CELLULAR SVC	E1487 ME 04/26/22 TABLET	12-00	A	16.02	
10607	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 04/26/22 TABLET	12-00	63	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	M6012 ME 04/26/22 CELL PHONE	12-00	60	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	OES359 ME 04/26/22 2CELL PHONE	12-00	60	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	SPARE ME 04/26/22 CELL PHONE	12-00	60	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 04/26/22 CELL PHONE	12-00	60	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 04/26/22 CELL PHONE	12-00	62	0.47	
10607	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 04/26/22 CELL PHONE	12-00	63	38.03	
10607	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 04/26/22 TABLET	12-00	62	48.41	
10607	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 04/26/22 TABLET	12-00	63	48.41	
10607	VERIZON WIRELESS	CELLULAR SVC	E6031 ME 04/26/22 TABLET	12-00	60	48.41	
10607	VERIZON WIRELESS	CELLULAR SVC	E6231 ME 04/26/22 ABLET	12-00	62	48.41	
10607	VERIZON WIRELESS	CELLULAR SVC	M6012 SPARE ME 04/26/22 TABLET	12-00	60	48.41	
10607	VERIZON WIRELESS	CELLULAR SVC	D1403 ME 04/26/22 TABLET	12-00	A	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	B1418 ME 04/26/22 ABLET	12-00	A	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	B1417 ME 04/26/22 TABLET	12-00	A	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	OFFICE ME 04/26/22 TABLET	12-00	60	38.01	
10607	VERIZON WIRELESS	CELLULAR SVC	OFFICE ME 04/26/22 TABLET	12-00	60	38.01	
10607	LN CURTIS & SONS	SCBA UNIT ANNUAL SERVICE	STA 60 MAKO BREATHING AIR COMPRESSO	17-00	60	1,450.00	
10607	LN CURTIS & SONS	SCBA UNIT ANNUAL SERVICE	STA 60 STOCK SRV KIT BAGS / MUFFLER	17-00	60	198.41	
10607	LN CURTIS & SONS	SCBA UNIT ANNUAL SERVICE	STA 60 CALIBRATION GAS	17-00	60	238.10	
10607	LN CURTIS & SONS	SCBA UNIT ANNUAL SERVICE	STA 60 TRAVEL	17-00	60	126.00	
10607	ICONS OF MANHATTAN	CONFERENCE RM CHAIRS	STA 31 OFFICE CHAIRS	28-30	TB	1,451.00	CALFIRE TRAINING BUREAU
10607	MADISON LIQUIDATORS	REPLACEMENT FURNITURE	STA 64 CONFERENCE TABLE W/OUTLET	38-00	64	477.55	
10607	MADISON LIQUIDATORS	REPLACEMENT FURNITURE	STA 64 CONFERENCE TABLE LEAF	38-00	64	976.16	
10607	TOTAL SAFETY SUPPLIES & SOLUTION OPERATION FORCE MULTIPLIER ITEMS		MCLEOD FIRE TOOL (300)	28-30	GA	14,140.91	RES 2021-22-11
10607	VISTAPRINT	BUSINESS CARDS (600)	DIRECTOR (5) 100 EA.	22-70	60	72.95	
10607	VISTAPRINT	BUSINESS CARDS (600)	FAE/PM (1) 100 EA.	22-70	63	14.59	
10607	HOME DEPOT	EMS ROOM STORAGE	STA 60 STORAGE BIN (18 PK)	18-00	60	228.80	
10607	HOME DEPOT	EMS ROOM STORAGE	STA 60 SHELF,BASKET (5 PIECE)	18-00	60	106.60	
10607	HOME DEPOT	EMS ROOM STORAGE	STA 60 STORAGE BIN (5 PK)	18-00	60	71.29	
10607	US POSTAL SERVICE	ANNUAL RENEWAL	PO BOX 1360	22-71	60	276.00	
10607	HOME DEPOT	ORGANIZATION SUPPLIES	PCF SHED 27 GAL CLEAR STORAGE TOTE	18-00	60	542.07	
10607	HOME DEPOT	ORGANIZATION SUPPLIES	PCF SHED 55 GAL CLEAR STORAGE TOTE	18-00	60	203.89	
					SUBTOTAL	42,067.59	

South Lake County
 Fire Protection District
 Cost Accounting Management System
 Invoice Distribution

Detail Report by Vendor, Invoice
 Run Date: 03/30/2022 10:55:37am By: GF

Selection Criteria:
 Include Inv Batch No: 03/15/22

Report Template:
 AP Invoice Report Board Warrant List
 \\Southlake\lsladmin\Wincams\Lsfiles\Report\Criteria\AP Invoice Report Board Warrant List.rst

Voucher No	Vendor Name	Invoice Description	Line Item Description	Budget-Exp	BudgetLine	Net Amt	Req No / Descr 2
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 ATKINS	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 CHASE	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 COLLETT	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 COLLINS	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 COSTA	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 DANIELS	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 DELONG	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 DUNCAN	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 EMERSON	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 FANUCCHI	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 FENK	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 FRAYER	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 HESS	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 HILDEBRAND	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 LANNING	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 LEUZINGER	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 LOPEZ	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 MIINCH	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 MYERS	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 NEWSOM	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 SMITH,C	03-30	G	8.32	
10554	ARBA	GROUP LIFE FOR PCFS	APR 2022 SMITH,N	03-30	G	8.32	
10555	AT&T	TELEPHONE CHGS	STA 62 ME 02/12/22	30-00	T2	0.21	
10555	AT&T	TELEPHONE CHGS	STA 63 ME 02/12/22	30-00	T3	0.48	
10555	AT&T	TELEPHONE CHGS	STA 60 ME 02/12/22	30-00	T0	180.05	
10555	AT&T	TELEPHONE CHGS	FS ME 02/12/22	30-00	TF	23.43	
10555	AT&T	TELEPHONE CHGS	STA 62 ME 03/12/22	30-00	T2	0.04	
10555	AT&T	TELEPHONE CHGS	STA 63 ME 03/12/22	30-00	T3	0.49	
10555	AT&T	TELEPHONE CHGS	STA 60 ME 03/12/22	30-00	T0	183.74	
10555	AT&T	TELEPHONE CHGS	FS ME 03/12/22	30-00	TF	23.49	
10556	CAL FIRE	17500 Q2 (SCH A)	PERSONAL SERVICES	23-80	CF	423,626.78	
10556	CAL FIRE	17500 Q2 (SCH A)	WORKERS COMP SAFETY	23-80	CF	574.50	
10556	CAL FIRE	17500 Q2 (SCH A)	UNEMPLOYMENT	23-80	CF	0.00	
10556	CAL FIRE	17500 Q2 (SCH A)	OPERATING EXPENSE	23-80	CF	42,476.79	
10556	CAL FIRE	17500 Q2 (SCH A)	ADMINISTRATION	23-80	CF	46,289.91	
10556	CAL FIRE	17500 Q2 (SCH A)	WORKERS COMP-MISC	23-80	CF	1,278.59	
10556	CAL FIRE	17500 Q2 (SCH A)	RETIREMENT	23-80	CF	104,626.83	
10556	CAL FIRE	17500 Q2 (SCH A)	BENEFITS	23-80	CF	72,391.58	
10556	CAL FIRE	17500 Q2 (SCH A)	WC-POF	23-80	CF	14,425.37	
10556	CAL FIRE	17500 Q2 (SCH A)	STATEWIDE PRO RATA	23-80	CF	32,904.11	
10556	CAL FIRE	17510 Q2 (AMADOR)	PERSONAL SERVICES	23-80	CF	278.02	
10556	CAL FIRE	17510 Q2 (AMADOR)	WORKERS COMP SAFETY	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	UNEMPLOYMENT	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	OPERATING EXPENSE	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	ADMINISTRATION	23-80	CF	19.80	
10556	CAL FIRE	17510 Q2 (AMADOR)	WORKERS COMP-MISC	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	RETIREMENT	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	BENEFITS	23-80	CF	4.03	
10556	CAL FIRE	17510 Q2 (AMADOR)	WC-POF	23-80	CF	0.00	
10556	CAL FIRE	17510 Q2 (AMADOR)	STATEWIDE PRO RATA	23-80	CF	14.07	
10557	CALLAYOMI CO WATER D	WATER	STA 60 ME 02/28/22 (6640)	30-00	W0	440.01	
10557	CALLAYOMI CO WATER D	WATER	FS ME 02/28/22 (1569)	30-00	WF	41.96	
10558	COBB AREA CO WATER D	WATER	STA 62 ME 02/17/22	30-00	W2	120.76	
10569	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA 60 02/28/22-03/08/22 (18 HR)	18-00	60	540.00	
10569	RICH CORSETTI	PREP & PAINT EXTERIOR AREAS	STA60 03/09/22-03/10/22 (12 HR)	18-00	60	360.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2006/2007			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2007/2008			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2008/2009			35.00	

Voucher No	Vendor Name	Invoice Description	Line Item Description	Budget-Exp	BudgetLine	Net Amt	Req No / Descr 2
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2009/2010			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2010/2011			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2011/2012			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2012/2013			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2013/2014			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2014/2015			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2015/2016			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2016/2017			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2017/2018			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2018/2019			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2019/2020			200.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2020/2021			204.40	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022			103.60	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2002/2003			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2003/2004			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2004/2005			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2005/2006			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2002/2003			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2003/2004			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2004/2005			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2005/2006			35.00	
10570	RUSS GREENLAW	REFUND PARCEL TAXES/DIR CHGS	2002/2003			35.00	
10570	RUSS GREENLAW	REFUND PARCEL TAXES/DIR CHGS	2003/2004			35.00	
10570	RUSS GREENLAW	REFUND PARCEL TAXES/DIR CHGS	2004/2005			35.00	
10570	RUSS GREENLAW	REFUND PARCEL TAXES/DIR CHGS	2005/2006			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2002/2003			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2003/2004			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2004/2005			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2005/2006			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2006/2007			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2007/2008			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2008/2009			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2009/2010			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2010/2011			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2011/2012			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2012/2013			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2013/2014			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2014/2015			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2015/2016			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2016/2017			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2017/2018			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2018/2019			35.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2019/2020			200.00	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2020/2021			204.40	
10570	RUSS GREENLAW	REFUND SPECIAL TAXES/DIR CHGS	2021/2022			103.60	2,486.00
10561	KATHY JEFFERSON	REFUND DUP PMT	ORP21-0845 34006794			29.00	
10563	LAKE COUNTY SPECIAL	SEWER	STA 60 ME 04/15/22	30-00	S0	32.60	
10563	LAKE COUNTY SPECIAL	SEWER	FS ME 04/15/22	30-00	SF	32.60	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	014111120000 21095 STATE HWY 175	48-00	60	46.08	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	024441180000 15446 GRAHAM ST	48-00	60	2.76	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	050531360000 16470 SCHWARTZ RD	48-00	62	2.76	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	024441010000 21121 STATE HWY 175	48-00	FS	21.81	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	050021210000 10331 LOCH LOMOND RD	48-00	64	2.76	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	141381020000 19287 HARTMANN RD	48-00	63	23.04	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	024441170000 15476 GRAHAM ST	48-00	60	2.76	
10564	LAKE COUNTY VECTOR C	ASSESSMENTS FY 2021-2022	050531320000 16547 STATE HWY 175	48-00	62	30.72	
10562	LAKE COUNTY AIR QUAL	AIR CURTAIN BURNER APP FEE	PERMIT FOR AIR CURTAIN BURNER	28-30	60	981.15	
10560	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	02/04 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10560	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	02/05 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10560	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	02/12 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10560	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	02/18 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10560	JOHANNA LEUZINGER	REIMB MILEAGE PARAMEDIC TRNG	02/19 TO MENDO COLLEGE UKIAH&RETURN	29-50	P	62.01	
10565	LIFE ASSIST INC	EMS SUPPLIES	ORD 52224786-1	19-40	M5	1,316.68	
10566	LOCH LOMOND MUTUAL W	WATER	STA 64 ME 03/22/22	30-00	W4	125.00	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	M6211 JAMF SUBSCR 10/10/21-11/09/21	28-30	62	14.40	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	M6311 JAMF SUBSCR 10/10/21-11/09/21	28-30	63	14.40	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	E6031 JAMF SUBSCR 10/10/21-11/09/21	28-30	60	14.40	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	E6231 JAMF SUBSCR 10/10/21-11/09/21	28-30	62	14.40	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	M6012 JAMF SUBSCR 10/10/21-11/09/21	28-30	60	14.40	

Voucher No	Vendor Name	Invoice Description	Line Item Description	Budget-Exp	BudgetLine	Net Amt	Req No / Descr 2
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	OFC STAFF(2) JAMF SUBSCR 10/10/21-1	28-30	60	25.60	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	DIRECTOR(5) JAMF SUBSCR 10/10/21-11	28-30	60	64.00	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	BC'S (2) JAMF SUBSCR 10/10/21-11/09	28-30	A	25.60	
10567	PAUL DUNCAN	REIMB DEVICE MGR SOFTWARE FEE	DC JAMF SUBSCR 10/10/21-11/09/21	28-30	A	12.80	
10568	PG&E	ELECTRIC CHGS	STA 60 ME 02/21/22 (3660.6408KWH)	30-00	E0	1,042.20	
10568	PG&E	ELECTRIC CHGS	STA 62 ME 02/21/22 (3055.08590KWH)	30-00	E2	826.68	
10568	PG&E	ELECTRIC CHGS	STA 63 ME 02/21/22 (2229.4970KWH)	30-00	E3	607.84	
10568	PG&E	ELECTRIC CHGS	STA 64 ME 02/21/22 (512.2750KWH)	30-00	E4	163.53	
10568	PG&E	ELECTRIC CHGS	FS ME 02/21/22 (679.2670KWH)	30-00	EF	207.55	
10578	RIDE ON POWERSPORTS	UTV MODULE	BOMBARDIER CAN-AM	62-74	60	27,720.72	NOTE:SEARCH,STOP,REISSUE
10578	RIDE ON POWERSPORTS	UTV MODULE	KARAVAN TRLR	62-74	60	3,379.80	NOTE:SEARCH,STOP,REISSUE
10571	SKILES & ASSOCIATES,	CONSULTATION HVL EXPANSION	STA 63 (11 HRS)	23-80	SP	880.00	
10577	SOUTH LAKE COUNTY FI	PAYROLL	PPE 01/31/22	09-00	00	25,213.50	
10572	STEPHANIE CLINE	REIMB MILEAGE/LODGING - FDAC COA	02/25/22 LODGING/FOOD/MILEAGE	29-50	B	421.23	
10572	STEPHANIE CLINE	REIMB MILEAGE/LODGING - FDAC COA	02/26/22 LODGING/FOOD/MILEAGE	29-50	B	297.33	
10572	STEPHANIE CLINE	REIMB MILEAGE/LODGING - FDAC COA	02/27/22 L FOOD/MILEAGE	29-50	B	137.30	
10559	JAMES THOMPSON	REFUND DUP PMT	ORP21-0854 34018355			29.00	
10573	TOM KNECHT	REIMB-UTV MODULE SAFETY ITEMS	8"DROP HITCH (TRACTOR SUPPLY)	27-00	60	53.68	
10573	TOM KNECHT	REIMB-UTV MODULE SAFETY ITEMS	2"X1" BALL (TRACTOR SUPPLY)	27-00	60	48.31	
10573	TOM KNECHT	REIMB-UTV MODULE SAFETY ITEMS	V PIN & CLIP (TRACTOR SUPPLY)	27-00	60	13.95	
10574	TRACEY CARSON	REFUND PMT	34112634 NOT CALIF ADDRESS			29.00	
10575	WITTMAN ENTERPRISES	AMBULANCE BILLING SVC	NOV 2021	23-80	AB	2,865.94	
10575	WITTMAN ENTERPRISES	AMBULANCE BILLING SVC	JAN 2022	23-80	AB	1,444.88	
10576	U.S.BANK	VARIOUS (SEE ATTACHED)		VARIOUS (SEE ATTACHED)		29,824.02	
					TOTAL	841,860.31	

Voucher No	Merchant Vendor Name	Invoice Description	Line Item Description	Budget-Ex	BudgetLine	Net Amt	Req No / Descr 2
10576	SOUTH LAKE REFUSE	REFUSE/ RECYCLE COLLECTION	STA 62 ME 02/28/22	30-00	G2	70.09	
10576	SOUTH LAKE REFUSE	REFUSE/RECYCLE COLLECTION	STA 60 ME 02/28/22	30-00	G0	152.89	
10576	SOUTH LAKE REFUSE	REFUSE/RECYCLE COLLECTION	STA 63 ME 02/28/22	30-00	G3	61.16	
10576	CALIFORNIA SPECIAL DISTRICTS ASSC POLICY&PROCEDURE WRIT WKSH		FONG/COLLETT - 3/2-3 VIRTUAL WKSH	28-30	T	260.00	
10576	FERRELLGAS	PROPANE	STA 62 FILL (201.4)	30-00	P2	555.30	
10576	SAFETYSIGN.COM	RETURN	STOP,SLOW SIGN W-HANDLE	28-30	60	-78.43	
10576	SAFETYSIGN.COM	RETURN	REF INV #ORDSS738879862	28-30	60	0.00	
10576	ZOOM VIDEO COMMUNICATIONS IN BOARD MEETING REMOTE ACCESS		ME 03/10/22 STANDARD PRO	23-80	SP	14.99	
10576	ZOOM VIDEO COMMUNICATIONS IN BOARD MEETING REMOTE ACCESS		ME 04/10/22 STANDARD PRO	23-80	SP	14.99	
10576	SANTA ROSA UNIFORM & CAREER AF UNIFORM SET		N. SMITH - NOMEX PANT	11-00	U	210.85	
10576	MIDDLETOWN MAIL & MORE	POSTAGE	POSTAGE	22-71	60	9.71	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	DRY ERASE 4PK	22-70	60	5.29	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	DOUBLE SIDE TAPE	22-70	60	19.82	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	ELECTRNC S DUSTER 4PK	22-70	60	30.23	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	24PK KEURIG KCUP	14-00	60	14.36	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	5X7 PHOTO PAPER 60CT	22-70	60	28.92	
10576	QUILL LLC	GENERALOFFICE SUPPLIES	BROTHER TZE135 1/2 WHT ON CLR LABL	22-70	60	19.84	
10576	MATHESON TRI-GAS INC	MEDICAL OXYGEN RENTAL	ME 02/28/22	19-40	O	36.32	
10576	TSZ TRAFFIC SAFETY ZONE	INCIDENT SUPPORT ITEM	R6031 28" COLLAPSIBLE CONE KIT (2-5	28-30	60	373.79	FIRE SIRENS WISHLIST 2021 #5
10576	STERICYCLE INC	MEDICAL WASTE DISPOSAL	ME 02/28/22	19-40	MW	94.96	
10576	STERICYCLE INC	MEDICAL WASTE DISPOSAL	COLLECTED 01/31/22	19-40	MW	0.54	
10576	MEDIACOM	INTERNET SVC	STA 63 ME 03/16/22	30-00	I3	78.18	
10576	MEDIACOM	INTERNET SVC	STA 62 ME 03/26/22	30-00	I2	78.18	
10576	MEDIACOM	INTERNET SVC	STA 62 OVERAGE ME 02/26/22	30-00	I2	30.00	
10576	MEDIACOM	INTERNET SVC	STA 60 ME 03/26/22	30-00	I0	67.99	
10576	A GUY AND HIS GRILL	RETIREMENT LUNCHEON	CHIEF JONES-CATERER	28-30	TB	-2,693.75	CALFIRE TRAINING BUREAU
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6211 LUCAS DEVICE	28-48	62	1,276.70	1ST OF 4 YR AGMT
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6311 LUCAS DEVICE	28-48	63	1,276.70	1ST OF 4 YR AGMT
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6011 LIFE PAK MONITOR	28-48	60	1,637.10	1ST OF 4 YR AGMT
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6012 LIFE PAK MONITOR	28-48	60	1,637.10	1ST OF 4 YR AGMT
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6211 LIFE PAK MONITOR	28-48	62	1,637.10	1ST OF 4 YR AGMT
10576	STRYKER	HEART MONITOR,DEFIBRILLATOR ANN SVC	M6311 LIFE PAK MONITOR	28-48	63	1,637.10	1ST OF 4 YR AGMT
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 FOOD BAG	14-00	63	8.71	
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 COOKTOP CLN	14-00	63	9.43	
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 FEBREZE AIR	14-00	63	10.78	
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 CASC AP COM	14-00	63	15.13	
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 CASCADE PACS	14-00	63	20.36	
10576	WALMART	HOUSEHOLD SUPPLIES	STA 63 LYSOL	14-00	63	4.29	
10576	US POSTAL SERVICE	POSTAGE	STA 60 STAMPS	22-71	60	58.00	
10576	AMAZON	OXYGEN CYLINDER TAGS	CYLINDER TANK STATUS TAGS WITH META	17-00	60	83.13	
10576	AMAZON	OXYGEN CYLINDER TAGS	CYLINDER TANK STATUS TAGS STEEL RIN	17-00	60	79.17	
10576	JOHNSTON THOMAS	LEGAL EXPENSE	ME 02/20/22	23-80	SP	189.00	
10576	HARDESTERS	BLDG MAINT	FS CARPORT FASTERNERS	18-00	FS	7.40	
10576	HARDESTERS	SCBA SUPPLIES	CARABINER TO KEEP MASKS WITH SCBAS	17-00	60	120.03	
10576	HARDESTERS	CLEANING SUPPLIES	ST A63 COMPACT CAN OPENER	14-00	63	9.64	
10576	HARDESTERS	CLEANING SUPPLIES	STA 63 MOP & GLO SHIN	18-00	FS	19.28	
10576	HARDESTERS	CLEANING SUPPLIES	STA 63 WD40 SMART STRAW	18-00	FS	14.14	
10576	HARDESTERS	INSULATION TO PROTECT EXT PIPES	STA 60 FOAM TO WRAP PIPES	18-00	60	21.21	
10576	HARDESTERS	SUPPLIES TO PAINT EXTERIOR AREAS	STA 60 PAINTING SUPPLIES	18-00	60	161.90	
10576	HARDESTERS	PAINT FOR EXTERIOR AREAS	STA 60 PAINTING PROJECTS	18-00	60	98.11	
10576	HARDESTERS	PAINT FOR EXTERIOR AREAS	FS BLD PAINTING PROJECTS	18-00	FS	98.11	
10576	HARDESTERS	HOUSEHOLD SUPPLY	STA 63 BASKET STRAINR TWIST	14-00	63	13.93	
10576	HARDESTERS	HOUSEHOLD SUPPLY	STA 63 STOPPER FOOD DISPOSE	14-00	63	5.35	
10576	HARDESTERS	HOUSEHOLD SUPPLY	STA 63 ENERGZR MAX BATT C	14-00	63	10.72	
10576	HARDESTERS	HOUSEHOLD SUPPLY	STA 63 DIAMOND FLAT PICK	14-00	63	1.77	
10576	HARDESTERS	HOUSEHOLD SUPPLY	STA 63 BASKET STRAINER	14-00	63	-13.93	
10576	LEETE GENERATORS	GENERATOR BLOCK HEATER	STA 62 BLOCK HEATER + \$19 FREIGHT	18-00	62	517.71	

Voucher No	Merchant Vendor Name	Invoice Description	Line Item Description	Budget-Ex	BudgetLine	Net Amt	Req No / Descr 2
10576	LEETE GENERATORS	GENERATOR BLOCK HEATER	STA 62 TRIP CHARGE	18-00	62	239.00	
10576	LEETE GENERATORS	GENERATOR BLOCK HEATER	STA 63 LABOR	18-00	62	150.00	
10576	LEETE GENERATORS	GENERATOR BLOCK HEATER	STA 63 BLOCK HEATER + \$19 FREIGHT	18-00	63	517.71	
10576	LEETE GENERATORS	GENERATOR BLOCK HEATER	STA 63 LABOR	18-00	63	150.00	
10576	NORTHERN TOOL & EQUIPMENT	PUMP, DECREASE FILL TIME	WT6211 HONDA WTR PUMP MODEL WB30XK2	17-00	62	793.88	
10576	HIDDEN VALLEY LAKE CSD	WATER/SEWER	STA 63 WATER (628)	30-00	W3	74.72	
10576	HIDDEN VALLEY LAKE CSD	WATER/SEWER	STA 63 SEWER	30-00	W3	91.98	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 60 ENGERGIZER IND AAA EN92	17-00	60	-13.92	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 62 ENGERGIZER IND AAA EN92	17-00	62	-16.81	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 63 ENGERGIZER IND AAA EN92	17-00	63	-16.81	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 64 ENGERGIZER IND AAA EN92	17-00	64	-16.80	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 60 ENGERGIZER EN22 9 VOLT IND	17-00	60	-26.27	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 60 ENGERGIZER IND AA EN91 1.5V	17-00	60	-55.82	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 62 ENGERGIZER IND AA EN91 1.5V	17-00	62	-55.82	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 63 ENGERGIZER IND AA EN91 1.5V	17-00	63	-167.48	
10576	AMAZON	BATTERIES-SCBA REFUND	STA 64 ENGERGIZER IND AA EN91 1.5V	17-00	64	-55.83	
10576	ROTO-ROOTER OF LAKE COUNTY	MISC REPAIRS/MAINTENCE	PLUMBING HRS (.5)	18-00	60	170.00	
10576	ROTO-ROOTER OF LAKE COUNTY	MISC REPAIRS/MAINTENCE	SNAKE LINE	18-00	60	170.00	
10576	ROTO-ROOTER OF LAKE COUNTY	MISC REPAIRS/MAINTENCE	ADMINISTRATION FEE	18-00	60	20.00	
10576	RECORD BEE	LEGAL PUBLICATION	03/15 SPECIAL TAX CPI, MITIGATION F	24-00	00	143.82	
10576	ARMED FORCE PEST CONTROL	PEST CONTROL	STA 62 GENERAL PEST & RODENT BAITIN	18-00	62	80.00	
10576	ARMED FORCE PEST CONTROL	PEST CONTROL	STA 63 GENERAL PEST	18-00	63	90.00	
10576	ARMED FORCE PEST CONTROL	PEST CONTROL	STA 62 GENERAL PEST & RODENT BAITIN	18-00	62	80.00	
10576	ARMED FORCE PEST CONTROL	WEED SPRAYING	STA 60 SEMI-ANNUAL	18-00	60	760.00	
10576	ICE WATER CO	HYDRATION FOR STA	STA 62 5 GALLON SPRING	13-00	62	6.81	
10576	ICE WATER CO	HYDRATION FOR STA	STA 63 5 GALLON SPRING	13-00	63	6.81	
10576	ICE WATER CO	HYDRATION FOR STA	STA 60 5 GALLON SPRING	13-00	60	13.63	
10576	ICE WATER CO	HYDRATION FOR STA	STA 62 5 GALLON SPRING	13-00	62	7.13	
10576	ICE WATER CO	HYDRATION FOR STA	STA 60 5 GALLON SPRING	13-00	60	7.12	
10576	AMAZON	HAND JACK FOR MOVING PALLETS	STA 60 4400 LB CAP	38-00	60	677.82	
10576	SHELL OIL	BBQ PROPANE	STA 63 BBQ PROPANE	17-00	63	27.87	
10576	AMAZON	BATTERIES-SCBA	STA 60 ENGERGIZER IND AA EN91 1.5V	17-00	60	48.25	
10576	AMAZON	BATTERIES-SCBA	STA 62 ENGERGIZER IND AA EN91 1.5V	17-00	62	48.25	
10576	AMAZON	BATTERIES-SCBA	STA 63 ENGERGIZER IND AA EN91 1.5V	17-00	63	48.25	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 02/26/22 BOOSTER EXTENDER	12-00	62	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 02/26/22 BOOSTER EXTENDER	12-00	62	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 02/26/22 BOOSTER EXTENDER	12-00	63	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 02/26/22 EXTENDER	12-00	60	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	B1417 ME 02/26/22 TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	B1418 ME 02/26/22 TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 02/26/22 TABLET	12-00	60	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	E1487 ME 02/26/22 TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 02/26/22 TABLET	12-00	63	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	M6012 ME 02/26/22 CELL PHONE	12-00	60	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	OES359 ME 02/26/22 CELL PHONE	12-00	60	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	SPARE ME 02/26/22 CELL PHONE	12-00	60	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 02/26/22 CELL PHONE	12-00	60	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 02/26/22 CELL PHONE	12-00	62	0.47	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 02/26/22 CELL PHONE	12-00	63	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 02/26/22 TABLET	12-00	62	48.41	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 02/26/22 TABLET	12-00	63	48.41	
10576	VERIZON WIRELESS	CELLULAR SVC	E6031 ME 02/26/22 TABLET	12-00	60	48.41	
10576	VERIZON WIRELESS	CELLULAR SVC	E6231 ME 02/26/22 TABLET	12-00	62	48.41	
10576	VERIZON WIRELESS	CELLULAR SVC	M6012 SPARE ME 02/26/22 TABLET	12-00	60	48.41	
10576	VERIZON WIRELESS	CELLULAR SVC	D1403 ME 02/26/22 TABLET	12-00	A	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	B1418 ME 02/26/22 TABLET	12-00	A	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	B1417 ME 02/26/22 TABLET	12-00	A	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	DIRECTOR ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	OFFICE ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	OFFICE ME 02/26/22 TABLET	12-00	60	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 03/26/22 BOOSTER EXTENDER	12-00	62	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6211 ME 03/26/22BOOSTER EXTENDER	12-00	62	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 03/26/22BOOSTER EXTENDER	12-00	63	38.01	
10576	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 03/26/22EXTENDER	12-00	60	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	B1417 ME 03/26/22TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	B1418 ME 03/26/22TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	M6011 ME 03/26/22TABLET	12-00	60	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	E1487 ME 03/26/22TABLET	12-00	A	16.02	
10576	VERIZON WIRELESS	CELLULAR SVC	M6311 ME 03/26/22TABLET	12-00	63	0.47	

**COUNTY OF LAKE
OFFICE OF THE AUDITOR-CONTROLLER**

COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: 2021-22

Budget Title: <u>South Lake County Fire Protection District</u>	Budget Transfer #B _____ (Auditor's Office Completes this section)
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TRANSFER FROM:

TRANSFER TO:

From: Fund 357 Dept 9557
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>795.01-12</u>	<u>Salaries & Wages-Temporary</u>	<u>\$19000</u>
<u>795.14-00</u>	<u>Household Expense</u>	<u>\$8500</u>
<u>795.18-00</u>	<u>Maintenance-Bldg & Imprv</u>	<u>\$3500</u>
<u>795.18-00</u>	<u>Maintenance-Bldg & Imprv</u>	<u>\$4000</u>
<u>795.18-00</u>	<u>Maintenance-Bldg & Imprv</u>	<u>\$5000</u>
<u>795.01-12</u>	<u>Salaries & Wages-Temporary</u>	<u>\$800</u>
_____	_____	\$ _____

To: Fund 357 Dept 9557
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>795.01-13</u>	<u>Salaries & Wages-Overtime</u>	<u>\$ 19000</u>
<u>795.17-00</u>	<u>Maintenance-Equipment</u>	<u>\$ 8500</u>
<u>795.22-70</u>	<u>Office Supplies</u>	<u>\$ 3500</u>
<u>795.29-50</u>	<u>Transportation & Travel</u>	<u>\$ 4000</u>
<u>795.62-79</u>	<u>Cap FA-Eqt Prior Year</u>	<u>\$ 5000</u>
<u>795.03-31</u>	<u>Unemployment Insurance</u>	<u>\$ 800</u>
_____	_____	\$ _____

Department's justification & explanation of why transfer is necessary:

Cover under estimated expenses.

Authorized Department Signature: _____ Date: _____

APPROVED DENIED

CHAIRPERSON, DISTRICT DATE

Auditor-Controller Use Only

Date _____ JE# _____ By: _____