

LAKE COUNTY FIRE PROTECTION DISTRICT

NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING

NOTICE IS HEREBY GIVEN, pursuant to California Government Code Section 54956, that the Chairperson of the 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

Wednesday, December 15, 2021 at 1600

Located at

Lake County Volunteer Firefighter's Assn building
14815 Olympic Drive
Clearlake, CA 95422

Due to COVID-19, The Board Chairperson is requiring the use of facemasks while attending Board meetings. Social distancing will be observed. Due to limited space, if maximum capacity is reached, the LCFPD's Board of Director's Meeting will be accessible via the link or phone number listed below. You will be able to follow and participate in our meeting by either logging into our meeting room listed below or you may also listen in by calling the number provided below.

Please join our meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/LCFPDBoardDirectors>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 829-098-069

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **A MOMENT OF SILENCE FOR OUR BROTHER AND SISTER FALLEN FIREFIGHTERS**
4. **ROLL CALL (✓-present, A-absent)**

____ Director Ballard
____ Director Dean
____ Director Fults
____ Director Loustalot
____ Director Moore
____ Director Watson
____ Chairperson Snyder

5. **SPECIAL AGENDA ITEMS: CITIZEN'S INPUT – A fundamental element of democracy is the right of citizens to address their elected representatives, therefore any citizen may speak on items of interest to the public that are within the subject matter jurisdiction, provided that no action shall be taken on any item not on the agenda. Comments shall be limited to three minutes per person.**
6. **CONSENT ITEMS: Consent items are considered to be non-controversial and will be acted upon at one time without discussion. Any member of the Board or public may pull any consent item for discussion and separate action.**

Posted: December 10, 2021

(a) Approval of the minutes from the November 17, 2021 regular meeting

(b) Warrant register & payment of the bills for November 2021

7. **CHIEF'S REPORT:**

8. **FIRE MARSHAL'S REPORT:**

9. **CHAPLAIN'S REPORT:**

10. **LAKE COUNTY VOLUNTEER ASSOCIATION INPUT & COMMENTS:**

11. **EMPLOYEE INPUT AND COMMENTS:**

12. **COMMUNICATIONS:**

13. **AD HOC COMMITTEE REPORTS:**

14. **REGULAR AGENDA ITEMS:**

(a) Consider and approve to waive the formal bidding process, pursuant to the Lake County Fire Protection District Lexipol Policy 214.6 due to a state of an emergency and authorize the Fire Chief to enter into any necessary contract for the Station 70 HVAC system and provide a full report back to the Board at the next regularly scheduled meeting

(b) Consider and elect the 2022 Board Chairperson

(c) Consider and elect the 2022 Board Vice-Chairperson

(d) Consider and approve the 2022 Board meeting calendar

15. **OLD BUSINESS:**

16. **NEW BUSINESS:**

17. **GOOD OF THE ORDER:**

18. **ADJOURNMENT:**

POSTED BY:


Miasha Rivas, Clerk of the Board

*Any materials required by law to be made available to the public prior to a meeting of the Board of Directors of Lake County Fire Protection District can be inspected at the following address during normal business hours: 14815 Olympic Drive, Clearlake, CA 95422

*If you have any disability which would require accommodation in order to enable you to participate in this meeting, please call the Clerk to the Board, Miasha Rivas at (707) 994-2170

Here is the link from California Department of Public Health

<http://csda.informz.net/z/cjUucD9taT03ODQzMTI4JnA9MSZ1PTkwMzAzMDM1MCZsaT02Mzg4NTg0MA/index.html>

Here is the link of the Executive Department State of California N-25-20

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

Posted: December 10, 2021

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,
CALIFORNIA 95422
707-994-2170 PHONE 707-994-4861 FAX

Board of Directors Regular Meeting

November 17, 2021

Located at Lake County Volunteer Firefighter's Assn building
14815 Olympic Drive
Clearlake, CA 95422

Chairperson Snyder called the meeting to order at 1600 hours.

Directors present: Director Ballard (1558 via GoToMeetings), Director Fults, Director Watson, Chairperson Snyder.

Employees present: Fire Chief Sapeta, Financial Analyst Rivas, Finance Assistant Franklin, Fire Marshal Smith.

Others present: Member at Large Dave Deakins

Pledge of Allegiance

A moment of silence for our brother and sister fallen firefighters.

Special Agenda Items:

- Citizen's input – None.

Consent Items:

- Director Watson made a motion to approve the minutes from the November 4, 2021 Special meeting. Director Ballard seconded the motion.
Motion passed.
Ayes: 4
Noes: 0
Absent: 3
- Director Watson made a motion to approve the warrant register and pay the bills for October 2021. Director Fults seconded the motion.
Motion passed.
Ayes: 4
Noes: 0
Absent: 3

Chief's Report:

- Fire Chief Sapeta provided an update on recent calls for service which have been stable. There was a fire at Tamarak Lodge for a fully involved fifth wheel and about 20 minutes later there was a fully involved structure fire on 7th and Sonoma.
- Fire Chief Sapeta reported that Chief Ciancio has about 2 years worth of funding for the Northshore Fire Protection District fuel reduction crews. He will be interviewing for a Fire Captain in the coming week.

- Fire Chief Sapeta provided an update on the current recruiting status. The Fire Captains and himself will be going to Santa Rosa Junior College on December 9th to look at recruiting firefighter interns. He is hoping to open 1 to 3 positions before fire season. There is a widespread shortage of EMS staff.
- Fire Chief Sapeta reported that Lower Lake High School approved the surplus of their engine to the District. The District can then surplus it and keep the proceeds.
- Fire Chief Sapeta reported that there were 2 incidents, related to active shooter threats within the school districts. With the recent Tik Tok challenges, it's hard to tell whether the threats are credible or not.
- Fire Chief Sapeta reported that PG&E PSPS events have not been scheduled but that is subject to change.
- Fire Chief Sapeta reported that CalFire will remain fully staffed until December 27th. They will then switch to winter preparedness.

Fire Marshal's Report:

- None.

Chaplain's Report:

- None.

Volunteer Association Input and Comments:

- None.

Employee Input and Comments:

- None.

Communications:

- None.

AD HOC Committee Reports:

- None.

Regular Agenda Items:

- Director Watson made a motion to consider and adopt the Lake County Fire Protection District Board of Directors Policy and Procedure Manual.
Director Fults seconded the motion.
Motion passed.
Ayes: 4
Noes: 0
Absent: 3

Old Business:

- None.

New Business:

- None.

Good of the Order:

- Chairperson Snyder wished everyone happy holidays.

Adjournment:

- The regular meeting of the Board of Directors adjourned at 1614 hours.

Attest:



Miasha Rivas, Clerk of the Board

Lake County Fire Protection District
Check Register
For the Period From November 1, 2021 to November 30, 2021

Check#	Vendor	Description	Account	Amount
18620	ADP	Payroll processing 10/1-10/31/2021	352-9552-795-23-80-C	843.65
18621	Ford Denman	OPEB - November 2021	352-9552-795-03-45-B	300.00
18622	ISU Insurance Services	Liability Insurance 2021/2022	352-9552-795-15-12-	12,708.00
18622	ISU Insurance Services	Vehicle/Property Insurance 2021/202	352-9552-795-15-13-	19,164.64
18623	Jafet Negrete	Firefighter Intern Stipend-Oct 2021	352-9552-795-28-30-H	400.00
18624	James McMurray	OPEB - November 2021	352-9552-795-03-45-B	300.00
18625	Julie Speridon	Ambulance Revenue Refund	352-9552-465-68-60-	200.50
18626	Kyle Shields	Expense reimb - E7011 Windshield	352-9552-795-17-00-B	623.79
18627	Lake County Fire Prot Dist	Payroll 11/01-11/15/2021	352-9552-795-09-00-	80,000.00
18627	Lake County Fire Prot Dist	CalPERS employer 11/01-11/15/2021	352-9552-795-02-22-	45,000.00
18627	Lake County Fire Prot Dist	CalPERS employee 11/01-11/15/2021	352-9552-795-02-23-	8,000.00
18628	Lake County Vol Firefighters Assn	Volunteer expense - October 2021	352-9552-795-28-30-A	360.00
18629	Lower Lake County Water	Water - October 2021 61300-0007	352-9552-795-30-00-B	66.00
18629	Lower Lake County Water	Water - October 2021 33350-0002	352-9552-795-30-00-B	103.95
18630	Nationwide Retirement	Deferred comp 11/01-11/15/2021	352-9552-795-02-28-	2,235.00
18631	Noridian Medicare JE	Schwartz, Dean R	352-9552-465-68-60-	393.40
18631	Noridian Medicare JE	Herdman, Patricia	352-9552-465-68-60-	400.79
18631	Noridian Medicare JE	Stewart, Fredrick	352-9552-465-68-60-	418.35
18632	United Healthcare	Mackey, James	352-9552-465-68-60-	341.08
18633	US Bank Corp	See Attached Breakdown	Various	31,143.72
Total 11/10/2021				203,002.87
18634	Administrative Solutions	Medical admin fees - Nov 2021	352-9552-795-03-30-	910.00
18635	AFLAC	Insurance - Nov 2021	352-9552-795-03-30-	425.82
18636	Anthem Blue Cross	Medical - December 2021	352-9552-795-03-30-	23,595.71
18636	Anthem Blue Cross	G Franklin COBRA Dec 2021	352-9552-795-03-30-	1,733.84
18636	Anthem Blue Cross	OPEB Medical Dec 2021 - Deakins	352-9552-795-03-45-B	683.86
18636	Anthem Blue Cross	OPEB Medical Dec 2021 - Diener	352-9552-795-03-45-B	780.60
18636	Anthem Blue Cross	OPEB Medical Dec 2021 - Murch	352-9552-795-03-45-B	869.32
18636	Anthem Blue Cross	OPEB Medical Dec 2021 - Trask	352-9552-795-03-45-B	1,201.48
18637	Cascade Software Systems	Reissue - Auditor Deposit form adj	352-9552-795-23-80-I	160.00
18638	Department of Health	GEMT QAF 1st Qtr 2021	352-9552-795-23-80-H	20,820.66
18638	Department of Health	GEMT QAF 2nd Qtr 2021	352-9552-795-23-80-H	21,188.28
18639	Department of Justice	Livescan - Frazier	352-9552-795-23-80-A	49.00
18640	FDAC EBA	Dental/Vision/Life - December 2021	352-9552-795-03-30-	4,959.17
18640	FDAC EBA	OPEB Dental/Vision/Life Dec 2021 - Deakins	352-9552-795-03-45-B	90.33
18640	FDAC EBA	OPEB Dental/Vision/Life Dec 2021 - Diener	352-9552-795-03-45-B	90.33
18640	FDAC EBA	OPEB Dental/Vision/Life Dec 2021 - Murch	352-9552-795-03-45-B	90.33
18640	FDAC EBA	OPEB Dental/Vision/Life Dec 2021 - Trask	352-9552-795-03-45-B	90.33
18641	HSI, Inc.	Ambulance Billing - Oct 2021	352-9552-795-23-80-H	8,457.00
18641	HSI, Inc.	GEMT QAF Q4 2020	352-9552-795-23-80-H	(390.00)
18642	Lake County Fire Prot Dist	Payroll 11/16-11/30/2021	352-9552-795-09-00-	80,000.00
18642	Lake County Fire Prot Dist	CalPERS Employee 11/16-11/30/2021	352-9552-795-02-23-	8,000.00
18643	Lake County Info Technology	Computer Services 1st Qtr 2021/22	352-9552-795-23-80-F	210.00
18643	Lake County Info Technology	Computer Services 1st Qtr 2021/22	352-9552-795-23-80-F	246.75
18644	Lake County Prof Firefighters Assn	Union Dues November 2021	352-9552-795-01-11-	850.00
18645	Lower Lake County Water	Direct Charges 1st install 2021/22	352-9552-795-48-00-	68.19
18646	Nationwide Retirement	Deferred comp 11/16-11/30/2021	352-9552-795-02-28-	2,235.00
18647	North Coast EMS	Image Trend Usage 1/1-6/30/2021	352-9552-795-23-80-E	1,751.00
18648	Occu-Med, Ltd.	Pre employment physical - Frazier	352-9552-795-23-80-B	128.00
18649	Pacific Gas and Electric	Electric - October 2021 3611742193-	352-9552-795-30-00-A	2,717.52
18650	Parallon Revenue Cycles	Ambulance Billing Coll - Oct 2021	352-9552-795-23-80-H	282.02
18651	Predator Pest & Weed Management	Rodents - Nov 2021	352-9552-795-18-00-A	95.00
18651	Predator Pest & Weed Management	Vol Assoc Rodents - Nov 2021	352-9552-795-18-00-A	95.00
18652	Telecom Services Co.	Phones - Nov 2021	352-9552-795-12-00-A	128.55
18652	Telecom Services Co.	Set up fees	352-9552-795-12-00-A	475.00
Total 11/24/2021				183,088.09
Total November 2021				386,090.96

**Lake County Fire Protection District
Fund 352 General Ledger Summary
2021/2022**

AS OF: 11/30/2021

Account	Description	Budget	YTD	Budget Bal	% to Budget
Revenues					
411.10-10	CS Prop Tax	\$ 1,050,000	\$ -	\$ 1,050,000.00	0.00%
411.10-20	CU Prop Tax	\$ 21,000	\$ 24,466.30	\$ (3,466.30)	116.51%
411.10-25	Curr Supp Prop Tax	\$ 2,000	\$ -	\$ 2,000.00	0.00%
411.10-35	Prior Supp Prop Tax	\$ 2,000	\$ 2,650.59	\$ (650.59)	132.53%
411.10-40	DU Prop Tax	\$ 1,000	\$ 279.54	\$ 720.46	27.95%
422.21-60	Permits	\$ 35,000	\$ 13,508.30	\$ 21,491.70	38.60%
431.31-95	Fines, Fees, Forfeit	\$ 35,000	\$ 68,165.55	\$ (33,165.55)	194.76%
441.42-01	Interest	\$ 45,000	\$ -	\$ 45,000.00	0.00%
442.42-10	Rents & Concessions	\$ 2,801	\$ 1,751.00	\$ 1,050.00	62.51%
453.54-60	HOPTR	\$ 10,000	\$ -	\$ 10,000.00	0.00%
453.54-70	Disaster Rev Loss Backfil	\$ -	\$ -	\$ -	
456.56-30	Other Gov Agencies	\$ 512,500	\$ 42,726.88	\$ 469,773.12	8.34%
461.66-15	Chrgs for Svs Mitigation Fee	\$ -	\$ -	\$ -	
465.68-60	Institutional Care & Svcs	\$ 1,100,000	\$ 562,246.33	\$ 537,753.67	51.11%
466.69-29	Other Curr Fire Svcs	\$ 1,450,000	\$ 134,818.37	\$ 1,315,181.63	9.30%
491.79-60	Sale of Fixed Asset	\$ 5,000	\$ 20,660.00	\$ (15,660.00)	413.20%
492.79-90	Other Misc	\$ 10,000	\$ 7,818.51	\$ 2,181.49	78.19%
492.79-91	Cancelled Checks	\$ -	\$ -	\$ -	
492.79-92	Insurance Refund/Rebate	\$ -	\$ 7,522.92	\$ (7,522.92)	
492.79-93	Insurance Proceeds	\$ -	\$ -	\$ -	
502.81-22	Op Trans In	\$ 100,000	\$ -	\$ 100,000.00	0.00%
Total Revenues		\$ 4,381,301	\$ 886,614.29	\$ 3,494,686.71	20.24%

Account	Description	Budget	YTD	Budget Bal	% to Budget
Expenditures					
795.01-11	Salaries & Wages - Perm	\$ 1,794,335	\$ 669,382.92	\$ 1,124,952.08	37.31%
795.01-12	Salaries & Wages - EH	\$ 90,000	\$ 1,072.00	\$ 88,928.00	1.19%
795.01-13	Salaries & Wages - OT	\$ 275,000	\$ 148,615.75	\$ 126,384.25	54.04%
795.01-14	Salaries & Wages - Sev/PO	\$ 75,000	\$ 25,312.11	\$ 49,687.89	33.75%
795.02-21	FICA	\$ 66,939	\$ 12,199.44	\$ 54,739.56	18.22%
795.02-22	PERS-Employer Pd	\$ 755,520	\$ 291,544.40	\$ 463,975.60	38.59%
795.02-23	PERS-Emplyr PD Member	\$ 78,754	\$ 32,630.73	\$ 46,123.27	41.43%
795.02-28	Deferred Compensation	\$ 6,500	\$ -	\$ 6,500.00	0.00%
795.03-30	Health Insurance	\$ 480,000	\$ 176,613.93	\$ 303,386.07	36.79%
795.03-31	Unemployment Ins	\$ 37,394	\$ 310.77	\$ 37,083.23	0.83%
795.03-32	Health Insurance Opt Out	\$ 15,000	\$ 3,973.83	\$ 11,026.17	26.49%
795.03-45	Retiree OPEB	\$ 77,500	\$ 20,742.34	\$ 56,757.66	26.76%
795.04-00	Worker's Comp	\$ 244,220	\$ 111,128.00	\$ 133,092.00	45.50%
795.09-00	Payroll Clearing	\$ -	\$ 81,666.05	\$ (81,666.05)	
795.11-00	Clothing	\$ 69,000	\$ 8,367.67	\$ 60,632.33	12.13%
795.12-00	Communications	\$ 250,000	\$ 61,257.20	\$ 188,742.80	24.50%
795.14-00	Household Supplies	\$ 9,700	\$ 4,274.68	\$ 5,425.32	44.07%
795.15-10	Insurance - Other	\$ 4,200	\$ -	\$ 4,200.00	0.00%
795.15-12	Insurance - Public Liability	\$ 12,708	\$ 12,708.00	\$ -	100.00%
795.15-13	Insurance - Fire/Allied	\$ 22,792	\$ 19,164.64	\$ 3,627.36	84.08%
795.17-00	Equip Maintenance	\$ 81,000	\$ 32,898.17	\$ 48,101.83	40.62%
795.18-00	Bldg Maintenance	\$ 47,000	\$ 8,053.89	\$ 38,946.11	17.14%
795.20-00	Memberships	\$ 4,000	\$ 194.66	\$ 3,805.34	4.87%
795.22-70	Office Supplies	\$ 7,500	\$ 1,643.24	\$ 5,856.76	21.91%
795.22-71	Postage	\$ 1,500	\$ 174.97	\$ 1,325.03	11.66%
795.22-72	Books & Periodicals	\$ 2,300	\$ -	\$ 2,300.00	0.00%
795.23-80	Professional Svcs	\$ 242,208	\$ 142,157.95	\$ 100,050.05	58.69%
795.24-00	Pub & Legal Notices	\$ 2,000	\$ 45.75	\$ 1,954.25	2.29%

**Lake County Fire Protection District
Fund 352 General Ledger Summary
2021/2022**

Account	Description	Budget	YTD	Budget Bal	% to Budget
Expenditures Continued					
795.25-00	Rents & Leases - Equip	\$ 5,000	\$ 2,040.02	\$ 2,959.98	40.80%
795.27-00	Small Tools	\$ 6,800	\$ 555.68	\$ 6,244.32	8.17%
795.28-30	Special Dept Supplies	\$ 56,900	\$ 11,361.86	\$ 45,538.14	19.97%
795.28-48	Ambulance Expense	\$ 365,416	\$ 308,242.65	\$ 57,173.35	84.35%
795.29-50	Trans & Travel	\$ 56,500	\$ 25,691.73	\$ 30,808.27	45.47%
795.30-00	Utilities	\$ 63,500	\$ 23,386.05	\$ 40,113.95	36.83%
795.38-00	Inventory Items	\$ 51,500	\$ 2,928.89	\$ 48,571.11	5.69%
795.42-10	Loans & Notes	\$ 43,400	\$ -	\$ 43,400.00	0.00%
795.48-00	Taxes & Assessments	\$ 5,000	\$ 2,490.71	\$ 2,509.29	49.81%
795.61-60	Capital Assets-Bldgs	\$ 224,605	\$ 178,180.89	\$ 46,424.11	79.33%
795.62-71	Capital Assets-Off Equip	\$ -	\$ -	\$ -	0.00%
795.62-72	Capital Assets-Auto/Trucks	\$ -	\$ -	\$ -	#DIV/0!
795.62-74	Capital Assets-Equipment	\$ 501,825	\$ -	\$ 501,825.00	0.00%
795.62-76	Capital Assets-Fire Hose	\$ -	\$ -	\$ -	0.00%
795.62-79	Capital Assets-Prior Years	\$ -	\$ -	\$ -	0.00%
795.63-13	Const In Progress-Bldgs	\$ -	\$ -	\$ -	0.00%
795.90-91	Contingencies	\$ -	\$ -	\$ -	0.00%
Total Expenditures		\$ 6,132,516	\$ 2,421,011.57	\$ 3,711,504.43	39.48%

6/30/2021 Ending Op Cash Balance \$ 1,627,354.80

**Resolution transfers for Reserves
Decrease Reserve/Increase Cash:**

\$242,000.00	Adopted budget fr Med Services
\$270,416.00	RESO 20-0901 IGT Contrib 2021
\$14,605.00	RESO 21-1103 Sta 70 roof replacement
\$42,008.00	RESO 21-1102 GEMT QAF fees

\$569,029.00 *Total transfers from Reserves*

Increase Reserves/Decrease Cash:

\$222,584.00	Adopted budget to Equip Reserve
\$222,584.00	Adopted budget to Bldg Reserve

\$445,168.00 *Total transfers to Reserves*

Plus: YTD Revenues	\$ 886,614.29
Less: YTD Expenditures	\$ 2,421,011.57
Operating Cash Balance (Fund Balance)	\$ 216,818.52

**Lake County Fire Protection District
Fund 372 General Ledger Summary
2021/2022**

AS OF: 11/30/2021

Account	Description	Budget	YTD	Budget Bal	% to Budget
Revenues					
441.42-01	Interest	\$ 1,000	\$ -	\$ 1,000.00	0.00%
461.66-15	Lake Co Fire Mitigation Fees	\$ 99,000	\$ 22,714.21	\$ 76,285.79	22.94%
Total Revenues		\$ 100,000	\$ 22,714.21	\$ 77,286	22.71%

Account	Description	Budget	YTD	Budget Bal	% to Budget
Expenditures					
502.81-22	Op Trans Out	\$ 100,000	\$ -	\$ 100,000.00	0.00%
795.90-91	Contingencies	\$ -	\$ -	\$ -	0.00%
Total Expenditures		\$ 100,000	\$ -	\$ 100,000	0.00%

6/30/20 Ending Op Cash Balance \$ 193,109.27

Plus: YTD Revenues	\$ 22,714.21
Less: YTD Expenditures	\$ -
Operating Cash Balance	\$ 215,823.48

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,
CALIFORNIA 95422
707-994-2170 PHONE 707-994-4861 FAX

Date: 12/15/2021

To: LCFPD Board of Directors

From: Chief Sapeta

Dear Board Members; items for today's meeting.

1. Update on recent calls for service & Cache Creek Fire Cleanup Ops Continues
2. Update On OES Fire/Rescue Regional Meeting 12/02/2021
3. Update on LCFCA/REACH Helicopter Project
4. Update on LCFCA/City Ambulance Agreement for IFT's
5. LCFCA meeting
6. Update on the RRA-JPA Projects (NSFPD Fuel Reduction Crews)
7. Update on fuel reduction project burn piles behind Tractor Supply and additional 11-acres east of Boyles Avenue to be burned
8. Recent and future PGE-PSPS Events in the City of Clearlake decreased, but will experience these events on the unincorporated areas of the LCFPD.
9. Water Tender and C-700 vehicle update

Respectfully submitted,

Chief Sapeta

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,
CALIFORNIA 95422
707-994-2170 PHONE 707-994-4861 FAX

Date: 12/06/2021

To: LCFPD Board of Directors

From: Fire Marshal, Cory Smith

Dear Board Members; items for today's meeting.

1. A local business was asked to seize any business operations until proper permits are obtained by LCFPD. Business building plans were rejected due to not providing minimum fire code requirements. I met with the owner and architect to assist them with where the deficiencies were noted which new plans were recently re-submitted for review.
2. Tribal Health is scheduled for an Emergency Radio System testing. ERS is utilized for 1st responder communications within a building that interferes with radio transmissions.
3. Konocti Gardens Apartment Complex recently submitted fire alarm plans that are being reviewed by 3rd party. When this step is completed in addition for the fire sprinklers, planning will be completed.
4. Burns Valley is receiving a new project that will be broken up into multiple phases.
 - **Phase 1** - Construct the infrastructure to provide utilities for 4 baseball fields, 1 soccer field, City of Clearlake maintenance building and coffee shop. Access will come from Olympic Drive and Burns Valley Road.
 - **Phase 2** - Build an apartment complex with 5 buildings to accommodate 80 units. An administration building will also be constructed. I met with the designing team to review LCFPD requirements.

Respectfully submitted, Fire Marshal Cory Smith

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,
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MEMORANDUM

To: Lake County Fire Protection District Board of Directors

From: ^{WJS} Willie Sapeta, Fire Chief

Date: 12/10/2021

Re: Waiving formal bid process for Station 70 HVAC

On October 25, 2021, the HVAC system at Station 70 quit working. We immediately contacted our local HVAC contractors to begin troubleshooting and repairing the system. It has been several weeks with no solutions. Various diagnostics have been performed by multiple HVAC contractors and nobody knows what the issue is with certainty yet. I have been faithfully following up with these companies attempting to get resolution as quickly as possible. Multiple parts have been replaced, but none of them have fixed the issue and the system is still currently non-functional. This has resulted in no heating in the entire building, including the living quarters. I immediately purchased and placed space heaters throughout the facility to maintain a safe and warm environment for our staff, and I have been updated them of the status throughout the process so far.

The solutions I have been posed with are:

1. To continue spending money diagnosing the problem and replacing various parts without a guarantee of getting it operational again
2. Replacing the outdoor unit for a significant cost, again, without a guarantee of getting it operational again
3. Replacing the entire HVAC system.

It is my recommendation to either repair the system with additional/upgraded components or to replace the entire system. I base this on the following:

1. The system has not been fully functional according to what was promised at the time of the purchase and installation in 2012. After numerous failed attempts to get the contractor to remedy this, the system continues to have issues.
2. The system is not large enough to meet the needs of the building and has not been since the time of installation. After numerous attempts to get the contractor to agree with this, it has been determined to be true and also confirmed with multiple HVAC contractors.
3. Due to the substantial wear we put on the existing system that is too small to handle the needs, the system continues to fail well ahead of the anticipated life expectancy. If we don't upgrade or add additional components to the existing system, we will find ourselves purchasing a new system in 1-3 years.

Public Contract Code Section 22050 allows the District to enter into emergency contacts without notice for bids. Public Contract Code Section 1102 defines an emergency to mean a sudden, unexpected

occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Without proper heat, we cannot house our employees and that would significantly impair our ability to provide essential fire and medical services. The replacement of the HVAC system is not considered "poor planning" by our agency since the system is less than 10 years old and should not have needed replacement for at least another 5-10 years.

Due to the immediate need to have functional heating in the living quarters and the various building and health and safety codes that require it, going through the formal bidding process will cause a significant delay of approximately 3 months in addition to the installation/repair time. If we waive the process, we could have heating restored in 2-8 weeks depending on which route is needed.

I recommend contracting with Bridges Construction for the completion of this project. I make this recommendation for multiple reasons:

- In previous invitations for bid, Bridges Construction is the only company who has responded.
- They are local contractors and it is good for our local economy, which meets the Local Vendor Preference in the District's Purchasing Policy.
- Bridges Construction has previous work with commercial HVAC vendors.
- Bridges Construction has successfully completed multiple large and small projects for the District. In addition they have done prevailing wage work for other local governments to include City of Lakeport, County of Lake, Northshore Fire, Kelseyville Fire, Lakeport Fire, City of Clearlake, and various school districts throughout Northern California.
- The delegation of project management to Bridges Construction will create time efficiencies for me and my staff.
- Bridges Construction is time efficient, which is crucial to this project. The original HVAC contractors have dragged their feet for over 6 weeks with no clear solution. In 1 week Bridges Construction has found the best fit commercial HVAC contractor, performed onsite inspections, provided a preliminary 2 option path, provided in-depth full day diagnostics of our existing system and needs and is ready to determine the ultimate fix.

I ask the Board to waive the formal bidding process for an emergency exemption, as proven above. My intent will be to contract with Bridges Construction. Once payment is required, the Board will be approached to cancel Building and Medical Services reserves. The worst-case scenario of replacing the entire system is estimated at \$160,000 with \$20,000 contingency for unforeseen work once they begin demolition and install. The best-case scenario of fixing the existing with upgrades/add-ons is estimated to be about half of the replacement cost.

Thank you.

Lake County Fire Protection District

Board of Directors 2022 Meeting Calendar

JANUARY

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FEBRUARY

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