

# 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, April 22, 2020 at 1600  
Located at the City of Clearlake Council Chambers  
14050 Olympic Drive  
Clearlake, CA 95422

**Due to the COVID-19, Lake County Fire Protection District is following the directive of the California Department of Public Health and limiting the meeting to just the essential people in order to keep doing our business. 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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<https://global.gotomeeting.com/install/829098069>

**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 Dean  
\_\_\_\_ Director Fults  
\_\_\_\_ Director Meisenbach  
\_\_\_\_ Director Moore  
\_\_\_\_ Director Snyder  
\_\_\_\_ Director Spriet  
\_\_\_\_ Chairperson Watson

- 5. SPECIAL AGENDA ITEMS: CITIZEN'S INPUT – A fundamental element of democracy is the right of citizens to address their elected representatives,**

Posted: April 15, 2020

**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.**

(a) Approval of the minutes from the March 25, 2020 regular meeting

(b) Warrant register & payment of the bills for March 2020

**7. CHIEF'S REPORT**

**8. LAKE COUNTY VOLUNTEER ASSOCIATION INPUT & COMMENTS**

**9. EMPLOYEE INPUT AND COMMENTS**

**10. CHAPLAIN'S REPORT**

**11. COMMUNICATIONS**

**12. AD HOC COMMITTEE REPORTS:**

(a) Station 70 CIP

(b) Station 65 Remodel

(c) 2019/2020 MOU Negotiations

(d) Lexipol Policy Manual

(e) ECC Dispatch

(f) 2019/2020 Fleet Replacement

**13. REGULAR AGENDA ITEMS:**

(a) Consider and adopt Resolution 20-0401 Increasing Reserves as a Result of Participation in the State Intergovernmental Transfer Program in the amount of \$1,310,025

(b) Consider and adopt Resolution 20-0402 Appropriating Reserves/Designations for the Replacement of the Station 65 Office Roof in the amount of \$56,626.

(c) Consider and approve the Letter Condemning Director Meisenbach

**14. OLD BUSINESS:**

**15. NEW BUSINESS:**

(a) LCSO Station 65 contract

**16. GOOD OF THE ORDER:**

**17. ADJOURNMENT:**

**POSTED BY:** \_\_\_\_\_

Richard Nutting, Assistant 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>

# LAKE COUNTY FIRE PROTECTION DISTRICT

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

## Board of Directors Regular Meeting

March 25, 2020  
14815 Olympic Drive  
Clearlake, CA 95422  
1600 Hours

Chairperson Watson called the meeting to order at 1600 hours.

Directors present: Director Dean, Director Fults, Director Moore, Director Snyder and Director Spriet (via GoToMeeting).

Employees present: Chief Sapeta, Financial Analyst Rivas (via GoToMeeting), and Finance Assistant Nutting.

Others present: None.

### **Pledge of Allegiance**

### **A moment of silence for our brother and sister fallen firefighters**

### **Special Agenda Items:**

- Citizen's input – None

### **Closed Session:**

- The Board convened into closed session at 1603 hours.
- The Board reconvened from closed session at 1632 hours.
- As per Government Code Sec. 54957, the Board of Directors met in closed session for Public Employee Release. Chairperson Watson reported that Director Snyder recused herself from this matter. No Action was taken.
- As per Government Code Sec. 54957.6, the Board of Directors met in closed session to conference with labor negotiators from the 2019/20 MOU Negotiations ad hoc committee regarding current negotiations with the Lake County Fire Safety Employees, Local 4115. No Action was taken.

### **Consent Items:**

- Chairperson Watson made a motion to approve the minutes from the February 26, 2020 regular meeting. Director Moore seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0

- Chairperson Watson made a motion to approve the warrant register and pay the bills for February 2020. Director Dean seconded the motion.

Motion passed.

Ayes: 7

Noes: 0

Absent: 0

### Chief's Report:

- Chief Sapeta provided an update on COVID-19. Chief Sapeta reported that he participates in 3-5 conference calls a day with California Department of Public Health, Center for Disease Control, Lake County Public Health, and the fire chiefs. Dispatch is now using pro QA, Emergency Infection Disease Surveillance, to determine potential exposure to COVID-19. This in turn allows for EMS personnel to don additional PPE to mitigate any exposure. A directive was also created to explain how we are to operate during this time. A two-part contingency plan was approved by the Lake County Fire Chiefs. The first part addresses staff quarantine, should the need arise, and the second part identifies an in-county patient surge. An operational plan has been created, and if approved, will allow LCFPD to augment and support testing operations when enough testing kits are available.
- Chief Sapeta reported that LCFPD is assisting KUSD with their food program. The Lower Lake, Clearlake, and Clearlake Oaks fire stations will be open 1pm – 5pm to hand out 5-day meal bags for the KUSD students.
- Chief Sapeta reported that he will be participating in a meeting on Friday March 27th discussing the PG&E microgrids. Middletown is working on potential partial generation to the Middletown substation to power certain geographical areas.
- Chief Sapeta reported that the IFT-Priority One program is on the backburner as COVID-19 becomes priority.
- Chief Sapeta reported that the US Forrest Service is going to provide the other half of the funding for an all agency repeater vault located on Goat Mountain. This project is also on hold due to COVID-19.
- Chief Sapeta reported that he has learned how to read the solar plans and has taken some of the load off of Interim Fire Marshal Smith so he can focus on cannabis issues.
- Chief Sapeta reported that the Vertical Bridge merge is complete, and he is waiting to receive the contract.
- Chief Sapeta reported that Financial Analyst Rivas has been aggressively working on the generator project for Sta 65. The goal is to have this project complete before the PG&E PSPS events begin.
- Chief Sapeta reported that, as a contingency plan, Sta 65 may only be staffed 12hrs per day due to staffing issues. Although LCFPD lost an employee to a fire station closer to the employee's home, limited term employees are being hired.
- Chief Sapeta reported that the roof at Sta 65 has been completed.
- Chief Sapeta reported that interviews have been conducted for the Captain/EMS Liaison and Engineer/Fire Marshal. However, this has been put on hold due to COVID-19 and to get other positions filled that have recently been vacated.
- Chief Sapeta reported that EMS issues in counties around us are still a bone of contention. Fire Chief Ciancio, of Northshore Fire Protection District, and North Coast EMS are going back and forth with Sierra-Sac Valley EMS for assistance. Chief Sapeta also reported that Chief Ciancio sent a report with the number of times NFPD and LCFPD have entered Colusa County for auto and mutual aid.

- Chief Sapeta reported that the KUSD fire alarm system is also on hold due to COVID-19. Chief Sapeta has had a couple of meetings with Becky who has identified this issue as being an emergency. Once KUSD is back on track from COVID-19, KSUD and LCFPD will begin moving forward with the alarm system.

**Volunteer Association Input and Comments:**

- None

**Employee Input and Comments:**

- None

**Chaplain's Report:**

- Chief Sapeta reported that Chaplain Graveson has been checking in and working with others. Financial Analyst Rivas distributed EAP information.

**Communications:**

- None

**AD HOC Committee Reports:**

- Station 70 CIP – Nothing to report.
- Station 65 Remodel – Nothing to report.
- 2019/2020 MOU Negotiations – Chairperson Watson reported that this is ongoing.
- Lexipol Policy Manual – Chairperson Watson reported that this is ongoing.
- ECC Dispatch – Chairperson Watson reported that this is a regular agenda item.
- 2019/2020 Fleet Replacement – Director Meisenbach reported that the grant application has been submitted for the new water tender. Director Meisenbach and Director Spriet are also researching future grants for other equipment.

**Regular Agenda Items:**

- Chairperson Watson made a motion to approve the ECC Dispatch response letter to the Lake County Professional Firefighter's Association. Director Snyder seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0
- Chairperson Watson made a motion to approve the capital asset apparatus purchase and replacement plan as outlined in the summary. Director Dean seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0

- Chairperson Watson made a motion to adopt Resolution 20-0301 Making Findings and Requesting the County of Lake to Implement Fire Mitigation Fees Pursuant to the Lake County Fire Mitigation Fee Ordinance. Director Moore seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Fults, Meisenbach, Moore, Snyder, Spriet, Watson  
Noes: None  
Absent: None  
Abstain: None
- Chairperson Watson made a motion to adopt Resolution 20-0302 Appropriating Reserves/Designations for the Purchase of Generators for the Station 65 Apparatus Bay and Office Building. Director Snyder seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Fults, Meisenbach, Moore, Snyder, Spriet, Watson  
Noes: None  
Absent: None  
Abstain: None
- Chairperson Watson made a motion to approve Amendment #1 of the Lake County Fire Protection District and Health Services Integration, Inc. Patient Billing and Business Office Agreement and authorize the Board Chairperson to sign. Director Fults seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0
- Chairperson Watson made a motion to approve the surplus of M7014 and M7021 and the purchase of another reserve unit. Director Meisenbach seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0
- A review of the list of properties for the County of Lake Chapter 7 Public Auction of Tax Defaulted Properties #157 occurred with no objections.

**Old Business:**

- Chief Sapeta reported that the KUSD alarm system issues are on hold due to COVID-19 restrictions. Chairperson Watson requested that Director Dean not circumvent the decision of the Board in the future. Chairperson Watson, Director Snyder and Chief Sapeta will meet with Becky of KUSD, after the COVID-19 restrictions have been lifted.

**New Business:**

- Chief Sapeta reported that the Lake County Fire Chiefs Association submitted an application for the AFG grant for \$975,000 to purchase a new breathing apparatus.
- Chief Sapeta reported that the District will be applying for the VFA Grant of \$20,000.

**Good of the Order:**

- Director Meisenbach would like to add to next month's agenda to have a discussion on the contract between Lake County Sheriff's Office and LCFPD with respect to the office space at Sta 65.
- Director Spriet thanked Director Fults and Chairperson Watson for the MOUs. The Coronavirus is affecting many people and LCFPD, so be safe and keep up the good work.
- Chairperson Watson thanked the City of Clearlake for the use of their building.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 1724 hours.

**Attest:**



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Richard Nutting, Assistant Clerk of the Board



**Lake County Fire Protection District**  
**Check Register**  
**For the Period From March 1, 2020 to March 31, 2020**

Check#	Vendor	Description	Account	Amount
17893	Dakota Parrott	Exp reimb-2020 Uniform Allotment	352-9552-795-11-00-B	20.42
17894	Department of Health Care Services	GEMT QAF 2019 4th Qtr	352-9552-795-23-80-H	16,476.24
17895	Ford Denman	OPEB - March 2020	352-9552-795-03-45-B	300.00
17896	VOID	Void ck#017896	352-9552-795-09-00-	0.00
17897	James McMurray	OPEB - March 2020	352-9552-795-03-45-B	300.00
17898	Lake County Fire Prot Dist	CalPERS EMPLOYER 03/01-03/15/2020	352-9552-795-02-22-	35,000.00
17898	Lake County Fire Prot Dist	CalPERS EMPLOYEE 03/01-03/15/2020	352-9552-795-02-23-	7,000.00
17898	Lake County Fire Prot Dist	Payroll 03/01-03/15/2020	352-9552-795-09-00-	68,000.00
17898	Lake County Fire Prot Dist	IGT 2018/2019 Contribution	352-9552-795-28-48-B	493,965.00
17898	Lake County Fire Prot Dist	IGT wire transfer fee	352-9552-795-28-30-F	30.00
17899	Lake County Special Dist	Sewer - 2/16-4/15/2020 1210321	352-9552-795-30-00-D	572.85
17900	Lake County Vol Firefighters Assn	Volunteer Stipend - Feb 2020	352-9552-795-28-30-A	3,000.00
17900	Lake County Vol Firefighters Assn	2020 Uniform Allotment - J. Murch	352-9552-795-11-00-B	20.00
17900	Lake County Vol Firefighters Assn	2020 Uniform Allotment - Sapeta	352-9552-795-11-00-B	24.00
17901	Nationwide Retirement	Deferred comp 03/01-03/15/2020	352-9552-795-01-11-	2,770.00
17902	Lake County Vector Control	Direct Charges - 2019/20 LC10012	352-9552-795-48-00-	62.96
17903	Lower Lake County Water	Water	352-9552-795-30-00-B	126.72
17903	Lower Lake County Water	Direct Charges - 2nd Inst 2019/20	352-9552-795-48-00-	67.94
17904	Tax Deferred Services	Deferred comp 03/01-03/15/2020	352-9552-795-01-11-	165.00
17905	US Bank Corp	See attached breakdown	Various	19,387.85
17906	Anthem Blue Cross	Medical - February 2020	352-9552-795-03-30-	22,021.53
17906	Anthem Blue Cross	OPEB Medical - February 2020 Diener	352-9552-795-03-45-B	723.07
17906	Anthem Blue Cross	OPEB Medical - February 2020 Murch	352-9552-795-03-45-B	806.75
17906	Anthem Blue Cross	Medical - March 2020	352-9552-795-03-30-	22,764.43
17906	Anthem Blue Cross	OPEB Medical - March 2020 Diener	352-9552-795-03-45-B	723.07
17906	Anthem Blue Cross	OPEB Medical - March 2020 Murch	352-9552-795-03-45-B	806.75
<b>Total 03/10/2020</b>				<b>695,134.58</b>
	Kelseyville Fire	2nd Qtr 2019/20 Dispatch Fees 10-12/2019	352-9552-795-12-00-D	49,340.78
<b>Subtotal Journals</b>				<b>49,340.78</b>
17907	Adam Clanton	CPR Training	352-9552-795-23-80-J	495.00
17908	Administrative Solutions	Medical Admin Fees - Mar 2020	352-9552-795-03-30-	600.00
17909	ADP	Payroll Processing 2/1-3/15/2020	352-9552-795-23-80-C	517.55
17910	AFLAC	Insurance - Mar 2020	352-9552-795-01-11-	425.82
17911	Anthem Blue Cross	Medical - April 2020	352-9552-795-03-30-	24,033.91
17911	Anthem Blue Cross	OPEB Medical - April 2020 Diener	352-9552-795-03-45-B	723.07
17911	Anthem Blue Cross	OPEB Medical - April 2020 Murch	352-9552-795-03-45-B	806.75
17912	Department of Justice	Live Scan - Canalia	352-9552-795-23-80-A	49.00
17913	FDAC EBA	Dental/Vision/Life - Apr 2020	352-9552-795-03-30-	5,751.38
17913	FDAC EBA	OPEB Dental/Vision/Life - Apr 2020	352-9552-795-03-45-B	90.33
17913	FDAC EBA	OPEB Dental/Vision/Life - Apr 2020	352-9552-795-03-45-B	90.33
17914	Gary Buchholz	Background - D. Perry	352-9552-795-23-80-A	253.75
17914	Gary Buchholz	Background - Hotchkiss	352-9552-795-23-80-A	322.50
17914	Gary Buchholz	Background - Rasmussen	352-9552-795-23-80-A	377.50
17915	HSI, Inc.	Ambulance Billing - Feb 2020	352-9552-795-23-80-H	3,770.00
17916	Lake County Fire Prot Dist	CalPERS EMPLOYER 03/16-03/31/2020	352-9552-795-02-22-	12,500.00
17916	Lake County Fire Prot Dist	CalPERS EMPLOYEE 03/16-03/31/2020	352-9552-795-02-23-	7,000.00
17916	Lake County Fire Prot Dist	CalPERS Employer 04/01-04/15/2020	352-9552-795-02-22-	35,000.00
17916	Lake County Fire Prot Dist	CalPERS Employee 04/01-04/15/2020	352-9552-795-02-23-	7,000.00
17916	Lake County Fire Prot Dist	Payroll 03/16-03/31/2020	352-9552-795-09-00-	69,941.00
17916	Lake County Fire Prot Dist	Payroll 04/01-04/15/2020	352-9552-795-09-00-	76,000.00
17917	Lake County Prof Fire Assn	Union Dues March 2020	352-9552-795-01-11-	950.00
17918	Lower Lake County Water	Water - Feb 2020	352-9552-795-30-00-B	126.72
17919	Nationwide Retirement	Deferred comp 03/16-03/31/2020	352-9552-795-01-11-	2,770.00
17920	Pacific Gas and Electric	Electric - Feb 2020 3611742193-7	352-9552-795-30-00-A	2,512.33
17921	Predator Pest & Weed Control	Rodents - Mar 2020	352-9552-795-18-00-A	95.00
17921	Predator Pest & Weed Control	Bugs - Mar 2020	352-9552-795-18-00-A	240.00
17921	Predator Pest & Weed Control	Sta 65 Bugs - Mar 2020	352-9552-795-18-00-B	155.00
17922	Tax Deferred Services	Deferred comp 03/16-03/31/2020	352-9552-795-01-11-	165.00
<b>Total 03/26/2020</b>				<b>252,761.94</b>
<b>Total March 2020</b>				<b>997,237.30</b>

**Lake County Fire Protection District  
CalCard February 2020**

<b>Merchant Vendor Name</b>	<b>Invoice Number</b>	<b>Line Item Description</b>	<b>Account</b>	<b>Amount</b>
Amazon.com	112-1249040-5702667	Office Furniture	352-9552-795-38-00-E	79.87
Amazon.com	113-0790046-6498623	2020 Uniform Allotment - Ritchie	352-9552-795-11-00-B	166.14
Amazon.com	112-5676454-7756261	Arson Investigation Materials	352-9552-795-28-30-C	41.03
Amazon.com	112-0181532-2485008	Cleaning Supplies	352-9552-795-14-00-B	19.58
Amazon.com	112-3467720-1152241	Cleaning Supplies	352-9552-795-14-00-B	17.10
Amerigas	3102559707	Propane	352-9552-795-30-00-C	963.69
AT&T		Phone - Jan 2020 994-9515	352-9552-795-12-00-A	630.30
AT&T		Phone - Jan 2020 994-2531	352-9552-795-12-00-A	270.04
AT&T		Phone - Jan 2020 994-2170	352-9552-795-12-00-A	567.70
B & G Tires of Clearlake	43638	Vehicle Maint - L7011	352-9552-795-17-00-B	1,768.10
Burton's Fire Inc.	S46307	Vehicle Maint - E7022	352-9552-795-17-00-B	240.77
California Specialized Training In	CSTI7548-19	HazMat Certificates	352-9552-795-23-80-J	30.00
Clearlake Electronics Supply		Security Camera Power Supply	352-9552-795-28-30-F	21.74
Clearlake Waste Solutions		Garbage - Feb 2020	352-9552-795-14-00-A	273.54
Dana Safety Supply	220649	Vehicle Maint - L7011	352-9552-795-17-00-B	159.31
ebay.com	08-04568-26914	Vehicle Maint - L7011	352-9552-795-17-00-B	27.74
Eureka Oxygen Company	DM00809819	Medical Supplies	352-9552-795-28-48-A	289.47
Eureka Oxygen Company	U 170892	Medical Supplies	352-9552-795-28-48-A	131.72
FedEx Freight	5085459621	Postage	352-9552-795-22-71-	935.61
Fire Districts Association of CA	200000979	FDAC Conference 2020	352-9552-795-29-50-B	345.00
Four Corners True Value	513116	Forklift Propane	352-9552-795-29-50-A	21.06
Four Corners True Value	513338	Sta 70 CIP	352-9552-795-63-13-A	12.26
Four Corners True Value	513529	App Bay	352-9552-795-18-00-A	25.53
Four Corners True Value	513593	App Bay	352-9552-795-18-00-A	29.34
Four Corners True Value	513615	App Bay	352-9552-795-18-00-A	22.27
Four Corners True Value	513639	Reflect to Protect posts	352-9552-795-28-30-F	25.50
Galls	15130276	2020 Uniform Allotment - Ritchie	352-9552-795-11-00-B	108.89
Gulf Coast Pharamceuticals Plus	S246025	Medical Supplies	352-9552-795-28-48-A	302.26
Haggar Clothing	0017700588307	2020 Uniform Allotment - Nutting	352-9552-795-11-00-B	68.48
Hansel Auto Group	1190133	Vehicle Maint - M7012	352-9552-795-17-00-B1	227.06
Hansel Auto Group	CM1190133	Vehicle Maint - M7012	352-9552-795-17-00-B1	(54.50)
Hansel Auto Group	1191322	Incorrect charge	352-9552-795-17-00-B	142.94
Hansel Auto Group	CM1191322	Incorrect charge credit	352-9552-795-17-00-B	(142.94)
Highlands Water		Water - Jan 2020 7069	352-9552-795-30-00-B	283.87
Highlands Water		Water - Jan 2020 7115	352-9552-795-30-00-B	36.35
IBS of the Northbay	380040724	Vehicle Maint - E6531	352-9552-795-17-00-B	294.22
Lake Parts Inc.	001469	Equip Maint - Air Compressor	352-9552-795-17-00-C	62.55
Lake Parts Inc.	001470	Equip Maint - Air Compressor	352-9552-795-17-00-C	118.64
Lake Parts Inc.	001470	Vehicle Maint - Shop	352-9552-795-17-00-B	58.21
Lake Parts Inc.	001573	Vehicle Maint - M7011	352-9552-795-17-00-B1	59.00
Lake Parts Inc.	001573	Equip Maint - Air Compressor	352-9552-795-17-00-C	31.53
Lake Parts Inc.	001670	Equip Maint - Air Compressor	352-9552-795-17-00-C	2.27
Life Assist Inc.		Medical Supplies	352-9552-795-28-48-A	4,252.42
Mediacom		Sta 70 Internet - Feb 2020	352-9552-795-12-00-C	136.90
Mediacom		Sta 70 TV - Feb 2020	352-9552-795-12-00-C	105.87
Mediacom		Sta 65 TV/Internet - Feb 2020	352-9552-795-12-00-C	166.48
Mendo Mill Ukiah	534656	Sta 65 CIP	352-9552-795-63-13-B	107.47
Mendo Mill Ukiah	535130	Sta 65 CIP	352-9552-795-63-13-B	93.38
Mendo Mill Ukiah	535643	Sta 65 CIP	352-9552-795-63-13-B	35.82
Mendo Mill Ukiah	536429	Sta 70 CIP	352-9552-795-63-13-A	701.38
NextBatteries	NB1549	Radio Batteries	352-9552-795-17-00-A	(199.45)
O'Reilly Automotive	3200473999	Incorrect charge	352-9552-795-17-00-B	223.47
O'Reilly Automotive	3200474003	Incorrect charge credit	352-9552-795-17-00-B	(223.47)
O'Reilly Automotive	3200475301	Vehicle Maint - M7012	352-9552-795-17-00-B1	60.86
O'Reilly Automotive	3200476466	Vehicle Maint - E7011	352-9552-795-17-00-B	34.78
Redwood Coast Fuels		Fuel - Jan 2020	352-9552-795-29-50-A	2,643.41
Rocky Boots	01158419	2020 Uniform Allotment - Ritchie	352-9552-795-11-00-B	135.95
Safety Kleen Systems, Inc	81980590	Vehicle Maint - Shop	352-9552-795-17-00-B	65.00
Santa Rosa Uniform	14127655	2020 Uniform Allotment - Smith	352-9552-795-11-00-B	404.02
Santa Rosa Uniform	1412771	2020 Uniform Allotment - Smith	352-9552-795-11-00-B	247.27
Santa Rosa Uniform	1427669	2020 Uniform Allotment - Smith	352-9552-795-11-00-B	180.81
Staples Business Credit	7303291954	Office Supplies	352-9552-795-22-70-A	47.78
Staples Business Credit	7303336764	Cleaning Supplies	352-9552-795-14-00-B	50.63

Staples Business Credit	7303382875	Office Supplies	352-9552-795-22-70-A	60.45
Staples Business Credit	7303656928-0-1	StaplesAdvantage Membership 2020	352-9552-795-22-70-A	299.00
Staples Business Credit	7303740625	Office Supplies	352-9552-795-22-70-A	47.27
Staples Business Credit	7303740625	Cleaning Supplies	352-9552-795-14-00-B	33.25
Stryker Sales Corporation	2914135M	Medical Supplies	352-9552-795-28-48-A	171.31
The Fire Store	E1931068	2020 Uniform Allotment - Vinyard	352-9552-795-11-00-B	165.92
The Fire Store	E1933775	2020 Uniform Allotment - Vinyard	352-9552-795-11-00-B	138.62
U.S. Cellular	0354010895	Cellphone/Tablets - Feb 2020	352-9552-795-12-00-B	426.40
Walmart		Vehicle Maint - Shop	352-9552-795-17-00-B	8.63
Walmart		Office Supplies	352-9552-795-22-70-A	11.02
Walmart		Arson Camera Batteries	352-9552-795-28-30-C	11.77
Walmart		Medical Supplies	352-9552-795-28-48-A	30.19
<b>Total</b>				<b>19,387.85</b>

**Lake County Fire Protection District  
Fund 352 General Ledger Summary  
2019/2020**

AS OF: 3/31/2020

Account	Description	Budget	YTD	Budget Bal	% to Budget
<b>Revenues</b>					
411.10-10	CS Prop Tax	\$ 975,000	\$ 589,602.21	\$ 385,397.79	60.47%
411.10-20	CU Prop Tax	\$ 22,000	\$ 19,516.23	\$ 2,483.77	88.71%
411.10-25	Curr Supp Prop Tax	\$ -	\$ 2,355.49	\$ (2,355.49)	
411.10-35	Prior Supp Prop Tax	\$ 1,000	\$ 2,502.85	\$ (1,502.85)	250.29%
411.10-40	DU Prop Tax	\$ 500	\$ 299.15	\$ 200.85	59.83%
422.21-60	Permits	\$ 10,000	\$ 19,272.63	\$ (9,272.63)	192.73%
431.31-95	Fines, Fees, Forfeit	\$ 35,000	\$ 20,696.06	\$ 14,303.94	59.13%
441.42-01	Interest	\$ 15,000	\$ 17,324.65	\$ (2,324.65)	115.50%
453.54-60	HOPTR	\$ 12,000	\$ 5,515.80	\$ 6,484.20	45.97%
453.54-70	Disaster Rev Loss Backfil	\$ -	\$ 43,595.77	\$ (43,595.77)	
456.56-30	Other Gov Agencies	\$ 150,000	\$ 94,462.14	\$ 55,537.86	62.97%
461.66-15	Chrgs for Svs Mitigation Fee	\$ -	\$ -	\$ -	
465.68-60	Institutional Care & Svcs	\$ 1,100,000	\$ 943,470.62	\$ 156,529.38	85.77%
466.69-29	Other Curr Fire Svcs	\$ 1,350,000	\$ 991,706.63	\$ 358,293.37	73.46%
491.79-60	Sale of Fixed Asset	\$ 5,000	\$ 3,500.00	\$ 1,500.00	70.00%
492.79-90	Other Misc	\$ 25,000	\$ 18,901.21	\$ 6,098.79	75.60%
492.79-91	Cancelled Checks	\$ -	\$ -	\$ -	
502.81-22	Op Trans In	\$ 50,000	\$ -	\$ 50,000.00	0.00%
<b>Total Revenues</b>		<b>\$ 3,750,500</b>	<b>\$ 2,772,721.44</b>	<b>\$ 977,778.56</b>	<b>73.93%</b>

Account	Description	Budget	YTD	Budget Bal	% to Budget
<b>Expenditures</b>					
795.01-11	Salaries & Wages - Perm	\$ 1,710,000	\$ 1,051,302.89	\$ 658,697.11	61.48%
795.01-12	Salaries & Wages - EH	\$ 110,000	\$ 97,007.93	\$ 12,992.07	88.19%
795.01-13	Salaries & Wages - OT	\$ 275,000	\$ 157,279.13	\$ 117,720.87	57.19%
795.01-14	Salaries & Wages - Sev/PO	\$ 75,000	\$ 53,989.61	\$ 21,010.39	71.99%
795.02-21	FICA	\$ 38,945	\$ 25,908.92	\$ 13,036.08	66.53%
795.02-22	PERS-Employer Pd	\$ 578,417	\$ 463,952.30	\$ 114,464.70	80.21%
795.02-23	PERS-Emplyr PD Member	\$ 107,303	\$ 81,324.18	\$ 25,978.82	75.79%
795.03-30	Health Insurance	\$ 502,200	\$ 307,185.52	\$ 195,014.48	61.17%
795.03-31	Unemployment Ins	\$ 72,800	\$ 7,315.04	\$ 65,484.96	10.05%
795.03-32	Health Insurance Opt Out	\$ 36,000	\$ 16,641.56	\$ 19,358.44	46.23%
795.03-45	Retiree OPEB	\$ 67,200	\$ 17,059.82	\$ 50,140.18	25.39%
795.04-00	Worker's Comp	\$ 210,000	\$ 141,813.00	\$ 68,187.00	67.53%
795.09-00	Payroll Clearing	\$ -	\$ 92,860.02	\$ (92,860.02)	
795.11-00	Clothing	\$ 86,500	\$ 15,858.58	\$ 70,641.42	18.33%
795.12-00	Communications	\$ 245,000	\$ 156,442.99	\$ 88,557.01	63.85%
795.14-00	Household Supplies	\$ 6,500	\$ 3,756.93	\$ 2,743.07	57.80%
795.15-10	Insurance - Other	\$ 4,200	\$ 700.00	\$ 3,500.00	16.67%
795.15-12	Insurance - Public Liability	\$ 3,000	\$ 2,700.00	\$ 300.00	90.00%
795.15-13	Insurance - Fire/Allied	\$ 27,000	\$ 25,679.00	\$ 1,321.00	95.11%
795.17-00	Equip Maintenance	\$ 77,268	\$ 34,766.56	\$ 42,501.44	44.99%
795.18-00	Bldg Maintenance	\$ 18,500	\$ 10,975.81	\$ 7,524.19	59.33%
795.20-00	Memberships	\$ 6,000	\$ 1,567.20	\$ 4,432.80	26.12%
795.22-70	Office Supplies	\$ 8,500	\$ 4,173.68	\$ 4,326.32	49.10%
795.22-71	Postage	\$ 1,500	\$ 1,434.22	\$ 65.78	95.61%
795.22-72	Books & Periodicals	\$ 2,900	\$ 1,323.14	\$ 1,576.86	45.63%
795.23-80	Professional Svcs	\$ 221,561	\$ 194,321.23	\$ 27,239.77	87.71%
795.24-00	Pub & Legal Notices	\$ 1,000	\$ 416.89	\$ 583.11	41.69%
795.25-00	Rents & Leases - Equipment	\$ 4,000	\$ 1,750.26	\$ 2,249.74	43.76%
795.27-00	Small Tools	\$ 3,500	\$ 480.66	\$ 3,019.34	13.73%
795.28-30	Special Dept Supplies	\$ 51,500	\$ 29,000.08	\$ 22,499.92	56.31%
795.28-48	Ambulance Expense	\$ 568,965	\$ 551,271.80	\$ 17,693.20	96.89%

**Lake County Fire Protection District  
Fund 352 General Ledger Summary  
2019/2020**

<b>Account</b>	<b>Description</b>	<b>Budget</b>	<b>YTD</b>	<b>Budget Bal</b>	<b>% to Budget</b>
795.29-50	Trans & Travel	\$ 58,000	\$ 38,364.52	\$ 19,635.48	66.15%
<b>Expenditures Continued</b>					
795.30-00	Utilities	\$ 51,500	\$ 35,871.22	\$ 15,628.78	69.65%
795.38-00	Inventory Items	\$ 28,000	\$ 6,909.84	\$ 21,090.16	24.68%
795.42-10	Loans & Notes	\$ 49,100	\$ -	\$ 49,100.00	0.00%
795.48-00	Taxes & Assessments	\$ 4,000	\$ 1,948.28	\$ 2,051.72	48.71%
795.61-60	Capital Assets-Bldgs	\$ 10,000	\$ -	\$ 10,000.00	0.00%
795.62-71	Capital Assets-Off Equip	\$ -	\$ -	\$ -	
795.62-74	Capital Assets-Equipment	\$ -	\$ -	\$ -	
795.62-76	Capital Assets-Fire Hose	\$ -	\$ -	\$ -	
795.62-79	Capital Assets-Prior Years	\$ -	\$ -	\$ -	
795.63-13	Const In Progress-Bldgs	\$ 40,000	\$ 15,254.45	\$ 24,745.55	38.14%
795.90-91	Contingencies	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>		<b>\$ 5,360,859</b>	<b>\$ 3,648,607.26</b>	<b>\$ 1,712,251.74</b>	<b>68.06%</b>

**6/30/19 Ending Op Cash Balance \$ 1,239,686.16**

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

16,528.00	RESO# 19-0901 QAF 2019 1st Qtr
17,180.00	RESO# 19-0901 QAF 2019 2nd Qtr
15,277.00	RESO# 19-1101 QAF 2019 3rd Qtr
16,476.00	RESO# 20-0203 QAF 2019 4th Qtr
493,965.00	RESO# 20-0201 IGT 2018/2019 Contribution
\$ 60,500.00	RESO# 20-0302 Sta 65 Generators

**\$ 619,926.00**

**Increase Reserves/Decrease Cash:**

\$ 100,000.00	2019/20 Budget to Equipment Reserve
\$ 88,550.00	2019/20 Budget to Building Reserve

**\$ 188,550.00**

Plus: YTD Revenues	\$ 2,772,721.44
Less: YTD Expenditures	\$ 3,648,607.26
<b>Operating Cash Balance</b>	<b>\$ 795,176.34</b>

# **LAKE COUNTY FIRE PROTECTION DISTRICT**

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

Date: 4/22/2020

To: LCFPD Board of Directors

From: Chief Sapeta

Dear Board Members; items for today's meeting.

1. IFT-Priority One update- met w/Dr. Pace for project overview.
2. Update on recent calls in the LCFPD & COVID-19. (Field testing & potential vaccinations).
3. Potential State & Federal financial assistance for the COVID-19 impact.
4. LCFCA meeting: Goat Mtn project, bids to go out by end of April, approximate cost of \$103,000.00 (\$52,400.00 from USFS & balance from HSGP's).
5. PG-E PSPSO Mtg Micro grids Middletown, Clearlake, Lakeport and Clearlake Oaks w/Transmission-Distribution infrastructure.
6. Several Cannabis/Hemp projects in the works.
7. Cell tower update "Vertical Bridge" waiting for contract.
8. Update generator for station 65.
9. Re-Org status - interviews conducted.
10. Update on EMS issues w/Colusa-Mendo-Lake Counties.
11. Update on KUSD room/alarm revision & review of KUSD EAP's.

Respectfully submitted

Chief Sapeta

# *Lake County Fire Protection District*

## **RESOLUTION NO. 20-0401**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY FIRE PROTECTION DISTRICT INCREASING RESERVES AS A RESULT OF PARTICIPATION IN THE STATE INTERGOVERNMENTAL TRANSFER PROGRAM**

**WHEREAS**, Government Code 29130, provides that excess revenue may be available for specific appropriation by four-fifths vote of the Board at a duly noticed hearing as part of any regular or special meeting of which all members had reasonable notice; and

**WHEREAS**, the Lake County Fire Protection District (LCFPD) has received excess revenue in the amount of \$1,483,548 from Partnership Health Plan California for an Intergovernmental Transfer (“IGT”) Program; and

**WHEREAS**, the sum of \$816,060 has been determined to be in excess of LCFPD’s 2018-2019 unreimbursed costs from medical services provided to Partnership Health members and must be expended on health care services including, but not limited to salaries, supplies, and equipment; and

**WHEREAS**, any amount used from the Medical Services & Equipment reserve to participate in the IGT Program does not satisfy the contractual obligation to use the funds on health care services in the Plan-Provider Agreement (section F); and

**WHEREAS**, the Board of Directors passed Resolution 20-0201 canceling reserves for the purpose of participating in the IGT Program with the intent to replenish reserves with any excess revenue.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Lake County Fire Protection District directs the County Auditor-Controller to replenish reserves and increase budget according to the following:

Increase Revenue Budget:

352-9552-465.68-60 Institutional Care & Svcs \$1,310,025

Increase Reserves:

352-0000-392.25-00 Med Svcs & Equip Res \$ 493,965 Replenish

352-0000-392.25-00 Med Svcs & Equip Res \$ 816,060 Above cost 2018/19

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Board of Directors of the Lake County Fire Protection District at a regularly scheduled meeting held on April 22, 2020, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

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**CHAIRPERSON OF THE BOARD**

**ATTEST:**

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**Miasha Rivas, Clerk of the Board**

***Lake County Fire Protection District***

***RESOLUTION NO. 20-0402***

***A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY  
FIRE PROTECTION DISTRICT APPROPRIATING RESERVES/DESIGNATIONS  
FOR THE REPLACEMENT OF THE STATION 65 OFFICE ROOF***

**WHEREAS**, the Station 65 office roof was damaged during a storm event on 11/30/2019; and

**WHEREAS**, the Lake County Fire Protection District’s insurance carrier has determined that a full roof replacement is required for coverage of potential future losses; and

**WHEREAS**, the Lake County Fire Protection District has reserves designated for “Buildings Reserve” in the amount of \$442,147; and

**WHEREAS**, the Lake County Fire Protection District Board of Directors approved the contract for the roof replacement at the regularly scheduled meeting held January 22, 2020.

**NOW THEREFORE, BE IT RESOLVED**, that the Lake County Fire Protection District Board of Directors hereby directs the County Auditor-Controller to cancel reserves and increase budget according to the following:

Increase Expense Budget:	352-9552-795.61-60b	Buildings & Improv	\$56,626
Decrease Reserves:	352-0000-392.06-00	Buildings Reserve	\$56,626

**THIS RESOLUTION WAS PASSED AND ADOPTED** by the Board of Directors of the Lake County Fire Protection District at a regular meeting held on April 22, 2020, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

***CHAIRPERSON OF THE BOARD***

**ATTEST:**

\_\_\_\_\_  
**Miasha Rivas**  
**Clerk of the Board**



# LAKE COUNTY FIRE PROTECTION DISTRICT

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

## Letter Condemning Director Meisenbach

### Background:

On August 28, 2019, during a regular Board Meeting in Lower Lake, Director Meisenbach attended and was noticeably intoxicated and smelling of alcohol. After an outburst between Director Meisenbach and Director Snyder, the Chairperson was asked by Board Directors and staff to discuss with Director Meisenbach the importance of coming to Board Meetings sober.

On August 29, 2019, at 1500 hours, the Board Chairperson spoke to Director Meisenbach on the phone and discussed his attending meetings while under the influence of alcohol. Director Meisenbach denied having ever taken a drink prior to a Board Meeting, let alone attending while intoxicated. Knowing this to be a lie, as the Board Chairperson has witnessed Director Meisenbach with signs of intoxication at meetings and has smelled alcohol on his breath; the Board Chairperson reminded Director Meisenbach of the importance of Director responsibilities to be fully present and engaged at meetings. Additionally, Director Meisenbach's sobriety has been a concern of various Directors at previous meetings.

On March 25, 2020, at the regular Board Meeting, Director Meisenbach again attended the meeting smelling of alcohol and violated Board Policies and Procedures Code of Conduct 5.7 by;

- A. Failing to recognize that the Fire Chief has full administrative and operational authority, and;

- B. Failing to discuss personal criticisms, complaints or problems directly with the Fire Chief.

Director Meisenbach was mostly inattentive to the entire Fire Chief's report of the Lake County Fire Chiefs Association (LCFCA) and the LCFPD's COVID-19 Contingency Plan. Director Meisenbach reacted negatively when the Fire Chief mentioned the unlikely event of reducing hours at Station 65 in the event of quarantines and staff shortages. Director Meisenbach apparently did not hear the context of the report and was argumentative. Director Meisenbach continued his rhetoric even after the Fire Chief and other Directors had to explain the plan again. Had Director Meisenbach been able to give his full attention, it's unlikely this negative exchange would have taken place.

Additionally, Director Meisenbach, without prior knowledge or discussion with the Fire Chief, waged a complaint under Good of the Order about the Station 65 office rental to the LCSO with no explanation or justifiable reason why, just that he wanted the LCSO out of the building. Had Director Meisenbach been sober, it is likely this "blindsiding" of the Fire Chief may not have occurred.

#### **Board Directors Conduct and Responsibilities:**

Board Policies and Procedures require that Fire District Directors shall observe the code of conduct designed to guide their actions in carrying out their responsibilities. Directors must recognize that the Fire Chief has full administrative and operational authority of the District and that the Fire Chief is the technical advisor to the Board. Directors must present complaints regarding Fire District operation directly to the Fire Chief, and only discuss them at a regular meeting after failure of an administrative solution. Directors are required to give staff, including the Fire Chief, the respect and consideration due to skilled, professional personnel. Directors are responsible for referring complaints from residents or property owners directly to the Fire Chief. Complaints from staff are required to be referred to the appropriate supervisor, if known, and the

Fire Chief. In seeking clarification for policy-related concerns, especially those involving personnel, finance and programing, concerns shall be referred directly to the Fire Chief and the Clerk of the Board.

**Board Director Discipline:**

It is the responsibility of the Fire District Board to hold its members to the Board Policies and Procedures Manual, and if necessary, discipline Directors whose actions do not respect the dignity of the office or which fail to fulfill their fiduciary duty to the District. Director Meisenbach's behavior at regular meetings has caused disruptions due to his insobriety. After being previously counseled by the Board Chairperson, Director Meisenbach's behavior has not changed; therefore, this action is necessary and the responsibility of the Board to condemn the behavior of Director Meisenbach.

Director Meisenbach's contributions to the District over his tenure have been mostly positive and constructive. It is the hope of this Board that Director Meisenbach hears the concerns that this Letter of Condemnation outlines and attends all future Board Meetings with attentive listening and appropriate responsiveness that best serves the needs of the District.

Respectfully Submitted;

Diane M. Watson,  
Chairperson, LCFPD

## LEASE AGREEMENT

This lease is entered into this 1st day of July, 2015, by and between the County of Lake, a political subdivision of the State of California, hereinafter referred to as "LESSEE" AND the Lake County Fire Protection District, hereinafter referred to as "LESSOR".

IT IS AGREED between the parties hereto as follows:

1. LESSOR hereby leases to LESSEE on the terms and conditions hereinafter set forth, those premises in Lower Lake, County of Lake, State of California, described as follows:

**One office known as Station 65 located at:  
16354 Main Street Lower Lake, California.**

(This specifically excludes the facilities housing Fire Apparatus and Equipment)

Commencing on July 1, 2015, and continuing until terminated as herein provided.

### OPTION TO RENEW

2. LESSEE is hereby granted options to renew this lease for successive additional one year periods from the expiration date of this lease under the same terms, covenants and conditions, so far as applicable as herein contained. The option shall be exercised by LESSEE's election to exercise the option delivered to LESSOR thirty days prior to expiration of the terms hereof.

### RENT

3. LESSOR agrees to lease to the LESSEE for the lease term herein, at \$1.00 per year.

### USE OF PREMISES

4. The premises leased herein shall be used by the Lake County Sheriff's Department as a remote station and related activities. The hours of use shall be at the discretion of the Lake County Sheriff. Operations shall not interfere with Fire related needs or activities.

### UTILITIES AND CUSTODIAL

5. LESSEE agrees to pay as and for their portion of utilities the sum of \$150.00 per month for the leasehold premises during the term hereof. This amount is subject to change based upon 30-day notice and an increase in operational costs. During the term of this lease, no increases in the amount paid by LESSEE for utilities shall cumulatively exceed fifty percent (50%) of the current sum. LESSOR AND LESSEE shall share custodial duties.

### FURNISHINGS AND EQUIPMENT

6. LESSEE shall provide its own computers and phones for the premises. LESSEE shall be permitted to place appropriate identification signs in and around the premises subject to first obtaining the approval of the LESSOR.

### HOLD HARMLESS

7. Each party shall indemnify and hold the other harmless against all actions, claims, demands, and liabilities and against all losses, damage, cost, expenses, and attorney's fees, arising directly or indirectly out of an actual or alleged injury to a person or property in the same proportion that its own acts and/or omissions are attributed to said claim, demand, liability, loss, damage, cost, expenses, and/or attorney's fees. This provision shall not extend to any claim, demand, liability, loss, damage, cost, expenses, and/or attorney's fees covered by the insurance of either party.

### INSURANCE

8. The LESSEE further agrees to maintain, at its sole cost, Liability insurance to include General Liability, for any and all property claims and suits for damage arising out of the operations of the LESSEE, its officers, agents, representatives, volunteers or employees. The policy shall provide coverage for bodily injury and property damage in an amount not less than \$1,000,000.00 per occurrence or proof of participation in a self-insured program, evidencing that you have satisfied the minimum insurance requirements, in this agreement.

### REPAIRS AND ALTERATIONS

9. LESSOR shall be responsible for any repairs of the premises during the term thereof. LESSEE shall not make or cause to be made any alteration of the leased premises without written consent of the LESSOR. LESSEE shall be responsible for any repair of the premises necessitated as a result of LESSEE'S conduct.

### TERMINATION

10. This lease agreement may be terminated by either party upon sixty (60) days written notice to the other party.

ADDITIONAL PROVISIONS

11. This lease agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between the parties regarding its subject matter. This lease agreement supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this lease.

IN WITNESS WHEREOF, the parties hereto have executed this lease agreement on the day and year first above written at Lower Lake, California.

COUNTY OF LAKE/LESSEE  
Rob Brown  
CHAIRMAN, Board of Supervisors

LAKE COUNTY FIRE PROTECTION DISTRICT  
LESSOR

[Signature]

ATTEST: MATT PERRY  
Clerk of the Board of Supervisors

By: [Signature]

APPROVED AS TO FORM:  
[Signature]  
ANITA GRANT  
County Counsel



The within instrument is a correct copy of the document on file in this office. 4/5/16  
ATTEST:  
CAROL HUCHINGSON  
Clerk of the Board of Supervisors of the State of California in and for the County of Lake.  
By: [Signature]