



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

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

**BOARD OF DIRECTORS REGULAR MEETING AGENDA**  
**Tuesday, April 21, 2026, at 7:00 p.m.**  
**Located at the Middletown Fire Station Board Room,**  
**21095 Highway 175, Middletown, CA 95461**

**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.

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

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call:
4. Motion to approve agenda:
5. 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 today's agenda. The total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board.
6. Communications:
  - 6.a. Fire Sirens
  - 6.b. Fire Safe Council
  - 6.c. Volunteer Association
  - 6.d. Chief's Report
  - 6.e. Finance Report
  - 6.f. Directors' activities report
7. Regular Items:
  - 7.a. Consider and approve equipment purchase of New Seppi Model Max 75 Le Forest and authorize Chief to execute purchase documents. Placed on the agenda by Battalion Chief Joshua Lau.  
MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_ NO \_\_\_ ABSTAIN \_\_\_
  - 7.b. Consider and accept draft financial statements for fiscal years ending 2023 & 2024 prepared by Fechter & Company CPAs. Placed on the agenda by Staff Services Analyst Gloria Fong.  
MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_ NO \_\_\_ ABSTAIN \_\_\_

7.c. Consider and approve Kiley & Associates Agreement for Professional Services and authorize Board President to execute agreement. Placed on the agenda by Director Jim Comisky.

MOVED\_\_\_\_\_SECONDED\_\_\_\_\_YES\_\_\_NO\_\_\_ ABSTAIN\_\_\_

7.d. Consider and approve the ArchiLOGIX with structural and electrical engineering consultants related to relocation of main switchgear panel, automatic transfer switch, and emergency generator Add Service of \$13,750 for the New Hidden Valley Lake Fire Station. Placed on the agenda by Chief Paul Duncan.

MOVED\_\_\_\_\_SECONDED\_\_\_\_\_YES\_\_\_NO\_\_\_ ABSTAIN\_\_\_

7.e. Consider and approve Municipal Advisor Agreement between South Lake County Fire Protection District and NHA Advisors LLC and authorize Board President to execute agreement. Placed on agenda by Chief Paul Duncan.

MOVED\_\_\_\_\_SECONDED\_\_\_\_\_YES\_\_\_NO\_\_\_ ABSTAIN\_\_\_

7.f. Consider and approve Electronic Board Certification (having County Auditor-Controller issue checks on South Lake County Fire Protection District's behalf through Workday). Placed on the agenda by Staff Services Analyst Gloria Fong.

MOVED\_\_\_\_\_SECONDED\_\_\_\_\_YES\_\_\_NO\_\_\_ ABSTAIN\_\_\_

7.g. Consider and adopt Resolution No. 2025-26-21, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues from Grant Agreement 7FG25110 Volunteer Fire Capacity in amount not to exceed \$15,800. Placed on the agenda by Staff Services Analyst Gloria Fong.

MOVED\_\_\_\_\_SECONDED\_\_\_\_\_YES\_\_\_NO\_\_\_ ABSTAIN\_\_\_

8. 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.)

8.a. March 17, 2026 – Meeting Minutes

8.b. Warrants – April

8.c. Budget Transfers

9. Motion to Adjourn Meeting:

Posted April 17, 2026 by  Gloria Fong, Clerk to the Board of Directors

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](mailto:boardclerk@southlakecountyfire.org) at least 48 hours prior to the meeting.

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

<https://us02web.zoom.us/j/86774661888>

You can also dial in using your phone: +1 (669) 900-6833 US (San Jose)

Meeting ID: 867 7466 1888

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

**South Lake Fire Safe Council  
Meeting Minutes  
March 4, 2026**

**Call to Order:** Lewis, Peek, Englander, Prescott, Frazier, Erme, Eaholtz, Ward, Laines and Jassar present.

**Previous Meeting Minutes:** Approved February Meeting Summary.

**President's Report:**

Banner approved at Cobb Elementary

**Treasurer's Report:**

**Bank Balance:** \$4,953.92

**Expenses:** \$0

**Income:** \$93.29

**Correspondence:**

**Membership:** 3

**Committee Reports:**

**Chipping:** Erme will continue as chipping inspector this year.

**Web Site:**

**Facebook:**

**Publicity:** Send out chipping notices.

**Ingress/ Egress Program Strategies:**

Noble Ranch reaching out to property owners.

**T-Shirts:**

Logos ordered

**Lake RCD:**

Planning workshop – dates TBD

**SLCFPD Open House** – Saturday April 25<sup>th</sup>. Flyer Pending

Meeting adjourned.

# Chief Report 4/16/2026

## North Division Operations:

- Stations are back to full staff
- Boggs Mountain Copter is staffed, and fixed-wing assets should be around the first week of May.
- Northshore Fire is experiencing funding and staffing issues. Lucerne station will be unstaffed, with remaining staff moving to Nice and Clearlake Oaks. They are working with a consultant to determine how much funding would be needed to proceed with a tax measure.

## Camp Operations:

- Mobile Kitchen is still in CZU at Ben Lomond Camp.
- Crews actively engaged with training for the upcoming Readiness Drills.
- Facility is looking good for the upcoming fire season.

## South Lake Operations:

- The Cobb community siren is repaired, and our electrician has been trained on how to complete repairs in the future. The electrician accidentally activated the siren after the repairs, not realizing the confusion that would follow in the community.
- New engines are still in Sacramento receiving repairs after their cross-county delivery trip. Many parts are still on order and are being shipped from Florida. No estimated date of delivery.
- Equipment shed build progressing.
- Station 63 is close to plan resubmittal to the County Building Department.
- Finance committee ad-hoc met with a very productive meeting. Committee members will work to gather more information for the next meeting.
- MAHAMAN/Guenoc Project – Developer agreement delayed at the County Board of Supervisors. No progress on Station 61 construction. The first phase of the project will be a lot of infrastructure within the development (roads/culverts/utilities), prior to building construction.

## Events

- South Lake Fire Open House – April 25, 10 AM to 3 PM

End of Report - Paul



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### STAFF REPORT

April 16, 2026

**To:** South Lake County FPD Board of Directors

**From:** Josh Lau – Battalion Chief

### SUMMARY

The Board of Directors serves as the district’s governing authority and steward of its lands and resources. Staff are seeking approval to acquire specialized vegetation management equipment that will significantly strengthen the district’s ability to reduce hazardous fuels, mitigate wildfire risk, and protect life, property, and critical infrastructure

### EXECUTIVE SUMMARY

This report strongly recommends acquiring a Seppi MAX 75 LE remote-controlled forestry masticator package to substantially advance the district’s vegetation management capabilities. This equipment represents a critical investment in operational effectiveness—delivering markedly improved efficiency, significantly enhanced firefighter safety, and reliable access to steep, hazardous, and previously inaccessible terrain that conventional equipment cannot operate in.

Staff evaluated other options with the Fire District’s HFEO (Heavy Fire Equipment Operator) and together determined that the Seppi MAX 75 LE is the best tool for the terrain and fuels we have throughout the Fire District.

See attachments for additional supporting documentation.

### ATTACHMENTS

- Peterson CAT Quote #242520-01 (Seppi MAX 75 le Package)



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### ANALYSIS

The Seppi MAX 75 LE represents the industry standard in remote-controlled forestry masticators—purpose-built to deliver unmatched performance in the most demanding vegetation management environments, including steep, hazardous, and hard-to-access terrain where other equipment simply cannot operate effectively.

Key capabilities include:

- Advanced remote-controlled operation that removes personnel from danger zones, setting a new benchmark for operational safety
- Exceptional slope performance of up to approximately 55 degrees, enabling reliable work on terrain that is otherwise inaccessible or unsafe with conventional equipment
- A compact, low-profile, high-stability design that allows precise operation in narrow corridors and environmentally sensitive areas
- A powerful, high-efficiency mulching head capable of rapidly processing dense brush, ladder fuels, and small-diameter trees with consistent results
- Dramatically reduced risk exposure compared to hand crews or traditional manned equipment, particularly in high-risk wildfire environments

This equipment directly advances CAL FIRE and District priorities by:

- Aggressively reducing hazardous fuel loads across the landscape
- Creating and maintaining defensible space to protect communities and critical infrastructure
- Supporting the development and maintenance of shaded fuel breaks and roadside clearance projects
- Delivering significantly greater efficiency and productivity compared to manual labor or contracted services
- Elevating firefighter safety by minimizing direct exposure to hazardous and unpredictable conditions

In addition, the unit is designed for year-round deployment, providing continuous vegetation management capability. This ensures maximum utilization, long-term cost effectiveness, and a sustained, proactive approach to wildfire mitigation across the district.



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### FISCAL IMPACTS

The total purchase cost of \$249,450.44 is fully covered through CAL FIRE Wildfire Prevention Grant 5GG25121 under the Equipment Budget Category (\$250,000).

- Zero impact to the District's General Fund, preserving local funding while securing high-value equipment
- Full compliance with all CAL FIRE procurement, tracking, and reporting requirements
- The equipment will remain a long-term District asset, delivering ongoing operational value well beyond the grant period

A grant funding structure allows the district to acquire top-tier, mission-critical equipment at effectively no local cost—maximizing both fiscal responsibility and operational benefit.

- There will be initial impacts on the District budget due to expenditures for fuel/maintenance/insurance; however, when the machine is out on projects, revenue will offset those costs.

### RECOMMENDATION

It is recommended that the Board of Directors:

- Authorize staff to proceed with the purchase of one (1) Seppi MAX 75 le remote-controlled forestry masticator package from Peterson CAT (Ukiah, CA) in the amount of \$249,450.44, fully funded through CAL FIRE Wildfire Prevention Grant 5GG25121.

This acquisition is a critical, high-impact, grant-funded machine that will deliver long-term operational value to the community at no cost to the District's General Fund. Approval of this purchase ensures the district is equipped with best-in-class technology to proactively reduce risk of wildfire and protect lives, property, and infrastructure.



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Apr 15, 2026

**SOUTH LAKE CO FIRE PROTECTION DIST**

CASH ACCOUNT  
PO BOX 1360  
MIDDLETOWN  
California  
95461

**RE: Quote 242520-01**

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) NewSeppi Model: Max 75 Le Forest

**MACHINE SPECIFICATIONS**

Max 75 le Forest  
Microforst RC 155  
Ironbull Tilt trailer 102"X20' w/4' stationary deck  
Chains & binders

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<b>SELL PRICE</b>	\$232,587.82
<b>NET BALANCE DUE</b>	<b>\$232,587.82</b>
LAKE CO. TAX (7.25%)	\$16,862.62
<b>AFTER TAX BALANCE</b>	<b>\$249,450.44</b>

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**WARRANTY**

**F.O.B/TERMS:** Ukiah

**ADDITIONAL CONSIDERATIONS**

- Peterson Cat is a sole source vendor for Seppi products

Accepted by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
**Signature**

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate

to contact me.

Sincerely,  
Jack Drew  
Machine Sales Representative  
Peterson CAT  
+1 707-489-3664  
JDrew@petersoncat.com



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April 21, 2026

Fechter & Company  
Certified Public Accountants  
3445 American River Drive, Suite A  
Sacramento, California 95864

This representation letter is provided in connection with your audits of the financial statements of South Lake County Fire Protection District, which comprise the respective financial position of the governmental activities and each major fund as of June 30, 2024 and 2023, and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the disclosures (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of April 7, 2026, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 12, 2024 including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

- 8) We agree to the attached listing of adjusting entries provided as a result of your audit, and take responsibility for the effects of these adjustments. We understand that the effects of these adjustments will reconcile the County financial reports to the audited financial statements as they are presented.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.
- 11) Estimates of collectability and the respective allowance for doubtful accounts based on the Wittman receivables reports is reasonable and accurate.

**Information Provided**

- 12) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of South Lake County Fire Protection District or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the District and involves—
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
- 17) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 19) We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

**Government-specific**

- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 22) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.

- 23) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have appropriately disclosed all information for conduit debt obligations in accordance with [GASBS No. 91](#) .
- 26) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.
- 29) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The value of donated assets has been reported at fair market value at the time of donation in accordance with GAAP.
- 31) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements include all fiduciary activities required by [GASBS No. 84](#) .
- 34) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#) , as amended.
- 35) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 36) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 37) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 38) Provisions for uncollectible receivables have been properly identified and recorded.
- 39) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 40) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 41) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 42) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

- 43) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 44) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to the Schedules of Revenues and Schedules of Expenditures of the General Fund:
  - a) We acknowledge our responsibility for presenting the Schedule of Revenues and Schedule of Expenditures in accordance with accounting principles generally accepted in the United States of America, and we believe the Schedules of Revenues and Schedules of Expenditures, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the Schedules of Revenues and Schedules of Expenditures have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the Schedules of Revenues and Schedules of Expenditures are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: \_\_\_\_\_

Title: Board President

Signature: \_\_\_\_\_

Title: Fire Chief



**FECHTER  
& COMPANY**  
Certified Public Accountants

**SOUTH LAKE COUNTY  
FIRE PROTECTION DISTRICT**

**Annual Financial Report  
With  
Independent Auditor's Report Thereon**

**June 30, 2024 and 2023**

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Annual Financial Report**  
**June 30, 2024 and 2023**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
South Lake County Fire Protection District  
Middletown, California

### **Opinion**

We have audited the accompanying financial statements of the governmental activities and each major fund of South Lake County Fire Protection District (District) as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major funds of South the District as of June 30, 2024 and 2023, and the respective changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Schedules of Revenues and Schedules of Expenditures of the General Fund are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules of Revenues and Schedules of Expenditures of the General Fund are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Fechter & Company  
Certified Public Accountants

Sacramento, California

Date

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

DRAFT  
4.2.2026

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Management's Discussion and Analysis**  
**JUNE 30, 2024 and 2023**

The following discussion and analysis of the South Lake County Fire Protection District (District) and its financial performance provides an overview of the District's financial activities, prepared by its administrative staff for the fiscal years ending June 30, 2024 and 2023. This discussion and analysis should be read in conjunction with the District's financial statements and accompanying notes, which follow this introduction.

**BACKGROUND:**

The District was formed in 1925 as the Middletown Fire Protection District and later renamed as the South Lake County Fire Protection District on March 18, 1987. In 1949, the District annexed the areas of the geothermal geyser industry. In October of 1989, the District annexed 6,500 acres in the Loch Lomond area. In September of 2006, the District annexed 17,000 acres in the Jerusalem Valley area. The District was staffed exclusively with volunteers until the first paid member was employed in 1978. The District's four fire stations located in Cobb, Hidden Valley Lake, Loch Lomond, and Middletown provide fire protection and emergency medical services to a combined growing population of 14,000 in the communities of Middletown, Hidden Valley Lake, Anderson Springs, Cobb, and Loch Lomond. The geographic area consists of 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 Lake County Fire Protection District on the northeast. The District also serves a portion of the geothermal geyser industry facilities on the western boundary of the District. Two major state highways, State Route 29 and State Route 175, connect the communities and the adjacent counties.

In addition to fire protection and emergency medical services, the District provides fire menace standby protection, public service assistance, and hazardous materials responses, as well as vegetation management. Additionally, the District provides a four-element fire prevention program consisting of engineering, enforcement, education-information, and Volunteers in Prevention along with disaster preparedness planning. The District also provides leadership in emergency incident management, mutual aid, and fire safe planning in a cost-effective and innovative manner within the District.

Mutual aid agreements have been developed with California Department of Forestry and Fire Protection (CAL FIRE)/Napa County for fire protection and emergency medical services on Highway 29 between the Napa County line, the Robert Louis Stevenson Memorial State Park, as well as the area of the Lake/Napa County line on Butts Canyon and with neighboring fire protection districts.

The District contains extensive areas of brush and timber that create high and extreme fire hazards to both urban and rural residential developments in which individual dwellings and small developments have been constructed with concentrations in the central and northern portions of the District. Because of this, the District has spearheaded and supported the South Lake Fire Safe Council's Chipper/Abatement Program. This program was started in 2005 and includes the completion of shaded fuel breaks to protect areas of Loch Lomond, the Rancheria, Pine Summit, Pine Grove, and North Seigler Springs located within the communities the District services. Due to the economic climate, fuel reduction grants are more limited, come with more restrictions, and require more community involvement.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Management's Discussion and Analysis**  
**JUNE 30, 2024 and 2023**

**BACKGROUND (continued):**

Because of the Council's commitment to stay active and work with people to keep our community safe, changes in their shaded fuel break program were made in order to comply with grant requirements. To remain competitive for grants and be able to continue the Chipper Abatement Program when funding sources become unavailable, a tax deductible annual supporting membership of \$25 is collected for this service that was in the past provided free of charge.

A five-member board of directors (Board) governs the District. Board members are elected by the general population residing within the District boundaries and serve for staggered four-year terms. The District's structure consists of 27 paid call firefighters/volunteers and, to provide stability, the District voted on June 15, 2000, to integrate their services by contracting for personnel with the California Department of Forestry and Fire Protection, staffing the Cobb and Hidden Valley stations 24 hours a day, 7 days a week each with a paramedic unit. These two stations also each house one (1) Type II fire engine and one (1) utility vehicle. Due to the Cobb Mountain elevation and likelihood of snow, located also at the Cobb station is one (1) Snowcat. Because of Cobb and Loch Lomond's mountainous and rural area, a 2,000-gallon water tender also located at the Cobb station. In addition, the District operates at the Middletown station one (1) 3,000-gallon water tender, two (2) ambulances, one (1) Type I fire engine, one (1) Office of Emergency Type I fire engine, one (1) Type III fire engine, one (1) Rescue, and two (2) utility vehicles and at the Loch Lomond station, one (1) Type II fire engine and one (1) utility vehicle. Calls for service in the 2024 and 2023 fiscal years totaled 1937 and 1751, respectively. Of those calls during the fiscal years ending in 2024 and 2023, 75.6% and 73% of these requests, respectively, were for emergency medical services.

The District recognizes the County of Lake as the Authority Having Jurisdiction to handle code enforcement and as such the County Chief Building Official serves as its Fire Marshal. For daily District business, the District employs one (1) full-time administrative officer and one (1) full-time office technician.

The Fire Sirens, a District auxiliary organization established April 1985, supports programs for the District's operations. They have provided significant support to the District by raising funds to purchase equipment for the fire department. They also support personnel during training and emergency incidents by providing food and beverages.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Management's Discussion and Analysis**  
**JUNE 30, 2024 and 2023**

**FINANCIAL REPORTING:**

The District maintains its accounts in accordance with Accounting Principles Generally Accepted in the United States of America for proprietary enterprise funds as prescribed by the Government Accounting Standards Board (GASB).

In developing and evaluating the District's accounting system, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: (1) the safeguarding of assets against loss from unauthorized use or disposition, and (2) the reliability of financial records for preparing financial statements and maintaining accountability.

Budgetary control over spending is maintained by adoption of an annual budget. Spending and revenues are constantly monitored by comparisons of actual revenues and expenditures with planned revenues and expenditures for the period.

The District financial policies are established and set through Board action and are continually reviewed. The District's accounting and financial developments are monitored by the County Auditor-Controller and audited through an annual independent audit.

**FINANCIAL HIGHLIGHTS:**

- Property tax allocations received in the fiscal years ended June 30, 2024 and 2023 were \$3,998,225 and \$3,702,618, or 68% and 66% of the District's total revenue, respectively. Additionally, the allocation includes a 2002 voter approved direct assessment the County collects from each parcel on the District's behalf. Residents voted to increase this special assessment during the November 6, 2018 election which resulted in a significant increase in total property taxes and assessments received starting in 2020.
- Intergovernmental revenues received from other agencies accounted for \$194,035 and \$410,151 of the District's operating revenue in the fiscal years ended June 30, 2024 and 2023, respectively. This includes funds related to cooperative agreements received from agencies such as the State Office of Emergency Services and the State Department of Forestry and Fire Protection.
- The District collected charges for services and fees for offsetting costs in providing specific services. In the fiscal years ended June 30, 2024 and 2023, this revenue accounted for \$1,379,301 and \$1,284,678, or 88% and 86% of the District's operating revenue, respectively. Fees are collected to fund a portion of the costs for issuing burn permits, providing fire prevention services and ambulance transports.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Management's Discussion and Analysis**  
**JUNE 30, 2024 and 2023**

**FINANCIAL HIGHLIGHTS (continued):**

- Required as part of the annual adoption of the Fire Mitigation Fees Ordinance (No. 2114), the District updated its Capital Fire Facilities and Equipment Plan based on projected new development. Development fees for new construction remained at the ordinance's maximum allowed amount of \$1.00 per square foot. The fees collected are used exclusively for any long-term capital facilities and equipment used by the District for fire suppression or emergency medical services including station construction, station expansion, and fire or emergency medical apparatus. Mitigation fees collected in the amount of \$104,592 in fiscal year ended 2024 and \$74,750 in fiscal year ended 2023 represents an incremental increase over the previous years, which may fluctuate with shifting home prices and new developments on an annual basis.

**ECONOMIC FACTORS:**

The District considered the following economic factors in establishing both the fiscal year 2023-24 and 2022-23 budgets:

- Anticipate minimal increases in the value of taxable properties.
- Continued demands for service.
- The need to maintain aged infrastructure and equipment.

As a result of these factors, the fiscal 2024 and 2023 budgets include:

- Appointed members to an ad hoc revenue committee to find additional revenue sources.
- Continuing integrated services with CAL FIRE.
- Other operating expenses maintained at existing levels.
- Maintaining aged infrastructure and equipment.
- Review the District's master plan and develop strategic plan.

Additional information regarding the District's financial statements may be obtained by contacting the District's management at:

P.O. Box 1360  
Middletown, California 95461

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

DRAFT  
4.22.2026

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statements of Net Position**  
**June 30, 2024 and 2023**

<b>Assets</b>	<u>2024</u>	<u>2023</u>
Current assets		
Cash and investments	\$ 7,948,182	\$ 7,407,205
Accounts receivable, net	763,698	667,801
Total current assets	<u>8,711,880</u>	<u>8,075,006</u>
Capital assets, net	<u>2,262,390</u>	<u>1,920,616</u>
<b>Total Assets</b>	10,974,270	9,995,622
 <b>Liabilities</b>		
Current liabilities		
Accounts payable	<u>16,881</u>	<u>25,407</u>
Total current liabilities	<u>16,881</u>	<u>25,407</u>
<b>Total Liabilities</b>	16,881	25,407
 <b>Net Position</b>		
Invested in capital assets, net of related debt	2,262,390	1,920,616
Restricted for capital projects	160,330	277,574
Unrestricted	<u>8,534,668</u>	<u>7,772,025</u>
<b>Total Net Position</b>	<u>\$ 10,957,388</u>	<u>\$ 9,970,215</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statement of Activities**  
**For the Year Ended**  
**June 30, 2024**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	
Governmental Activities:					
Public protection	\$ 4,925,778	\$ 1,379,301	\$ 194,035	\$ -	\$ (3,352,442)
Total Governmental Activities	<u>\$ 4,925,778</u>	<u>\$ 1,379,301</u>	<u>\$ 194,035</u>	<u>\$ -</u>	<u>(3,352,442)</u>
General Revenues:					
					3,998,225
					104,592
					218,899
					<u>17,900</u>
					<u>4,339,616</u>
					987,174
					<u>9,970,214</u>
					<u>\$10,957,388</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**

**Statement of Activities**

**For the Year Ended**

**June 30, 2023**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	
Governmental Activities:					
Public protection	\$ 5,137,716	\$ 1,284,678	\$ 216,222	\$ 193,929	\$ (3,442,887)
Total Governmental Activities	<u>\$ 5,137,716</u>	<u>\$ 1,284,678</u>	<u>\$ 216,222</u>	<u>\$ 193,929</u>	<u>(3,442,887)</u>
General Revenues					
					3,702,618
					74,750
					81,253
					<u>87,653</u>
					<u>3,946,274</u>
					503,387
					<u>9,466,828</u>
					<u>\$ 9,970,215</u>

The accompanying notes are an integral part of these financial statements.

DRAFT  
4.22.2026

**FUND FINANCIAL STATEMENTS**

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**

**Balance Sheet**

**June 30, 2024**

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Combined Total</u>
<b>Assets</b>			
Cash and investments	\$ 7,787,852	\$ 160,330	\$ 7,948,182
Accounts receivable, net	763,698	-	763,698
<b>Total Assets</b>	<u>\$ 8,551,550</u>	<u>\$ 160,330</u>	<u>\$ 8,711,880</u>
<b>Liabilities</b>			
Accounts payable	\$ 16,881	\$ -	\$ 16,881
Accrued payroll	-	-	-
<b>Total Liabilities</b>	<u>16,881</u>	<u>-</u>	<u>16,881</u>
<b>Fund Balances</b>			
Assigned	5,745,579	160,330	5,905,909
Unassigned fund balance	<u>2,789,089</u>	<u>-</u>	<u>2,789,089</u>
<b>Total Fund Balances</b>	8,534,668	160,330	8,694,998
Total Liabilities and Fund Balances	<u>\$ 8,551,550</u>	<u>\$ 160,330</u>	<u>\$ 8,711,880</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**

**Balance Sheet**

**June 30, 2023**

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Combined Total</u>
<b>Assets</b>			
Cash and investments	\$ 7,129,631	\$ 277,574	\$ 7,407,205
Accounts receivable, net	667,801	-	667,801
<b>Total Assets</b>	<u>\$ 7,797,432</u>	<u>\$ 277,574</u>	<u>\$ 8,075,006</u>
<b>Liabilities</b>			
Accounts payable	\$ 25,407	\$ -	\$ 25,407
Accrued payroll	-	-	-
<b>Total Liabilities</b>	<u>25,407</u>	<u>-</u>	<u>25,407</u>
<b>Fund Balances</b>			
Assigned	5,937,675	277,574	6,215,249
Unassigned fund balance	1,834,350	-	1,834,350
<b>Total Fund Balances</b>	7,772,025	277,574	8,049,599
Total Liabilities and Fund Balances	<u>\$ 7,797,432</u>	<u>\$ 277,574</u>	<u>\$ 8,075,006</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Reconciliation of the Balance Sheets of the Governmental Funds**  
**to the Statements of Net Position**  
**June 30, 2024 and 2023**

	2024	2023
Total fund balances - governmental funds	\$ 8,694,998	\$ 8,049,599
<p>In governmental funds, only current assets are reported. In the Statement of Net Position, all assets are reported, including capital assets and accumulated depreciation.</p>		
Capital assets at historical cost, net of accumulated depreciation	2,262,390	1,920,616
Net position of governmental activities	\$ 10,957,388	\$ 9,970,215

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Year Ended**  
**June 30, 2024**

	General Fund	Capital Projects	Totals
<b>Revenues</b>			
Taxes and assessments	\$ 3,998,225	\$ -	\$ 3,998,225
Intergovernmental revenues	194,035	-	194,035
Charges for services	1,379,301	-	1,379,301
Use of money and property	213,550	5,349	218,899
Mitigation fees	-	104,592	104,592
Other revenues	17,900	-	17,900
<b>Total Revenues</b>	<b>5,803,011</b>	<b>109,941</b>	<b>5,912,952</b>
<b>Expenditures</b>			
Salaries and benefits	196,732	-	196,732
Services and supplies	4,393,551	-	4,393,551
Capital outlay	677,270	-	677,270
<b>Total Expenditures</b>	<b>5,267,553</b>	<b>-</b>	<b>5,267,553</b>
Excess of revenues over expenditures	535,458	109,941	645,399
<b>Other Financing Sources (Uses)</b>			
Transfers in	227,186	-	227,186
Transfers out	-	(227,186)	(227,186)
<b>Total Other Financing Sources (Uses)</b>	<b>227,186</b>	<b>(227,186)</b>	<b>-</b>
Net changes in fund balances	762,644	(117,245)	645,399
Fund balances - June 30, 2023	7,772,024	277,575	8,049,599
Fund balances - June 30, 2024	<u>\$ 8,534,668</u>	<u>\$ 160,330</u>	<u>\$ 8,694,998</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Year Ended**  
**June 30, 2023**

	General Fund	Capital Projects	Totals
<b>Revenues</b>			
Taxes and assessments	\$ 3,702,618	\$ -	\$ 3,702,618
Intergovernmental revenues	410,151	-	410,151
Charges for services	1,284,678	-	1,284,678
Use of money and property	78,840	2,413	81,253
Mitigation fees	-	74,750	74,750
Other revenues	17,654	-	17,654
<b>Total Revenues</b>	<b>5,493,941</b>	<b>77,163</b>	<b>5,571,104</b>
<b>Expenditures</b>			
Salaries and benefits	160,743	-	160,743
Services and supplies	4,662,099	-	4,662,099
Capital outlay	150,808	-	150,808
<b>Total Expenditures</b>	<b>4,973,650</b>	<b>-</b>	<b>4,973,650</b>
Excess of revenues over expenditures	520,291	77,163	597,454
<b>Other Financing Sources (Uses)</b>			
Transfers in	13,913	-	13,913
Transfers out	-	(13,913)	(13,913)
<b>Total Other Financing Sources (Uses)</b>	<b>13,913</b>	<b>(13,913)</b>	<b>-</b>
Net changes in fund balances	534,204	63,250	597,454
Fund balances - June 30, 2022	7,237,821	214,324	7,452,145
Fund balances - June 30, 2023	<u>\$ 7,772,025</u>	<u>\$ 277,574</u>	<u>\$ 8,049,599</u>

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Reconciliation of the Statements of Revenues, Expenditures and Changes in Fund Balances**  
**of the Governmental Funds to the Statements of Activities**  
**For the Years Ended**  
**June 30, 2024 and 2023**

The schedule below reconciles the net changes in fund balances reported on the Governmental Funds Statements of Revenues, Expenditures, and Change in Fund Balances, which measures only changes in current assets and current liabilities on the modified accrual basis, with the change in net position of governmental activities reported in the Statement of Activities, which is prepared on the full accrual basis.

	2024	2023
Net change in fund balances	\$ 645,399	\$ 597,454
Amounts reported for governmental activities in the Statements of Activities are different because of the following:		
Governmental funds report capital outlays as expenditures. However, in the Statements of Activities, the costs of those assets are capitalized and allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay expenditures are therefore added back to fund balances. Depreciation expense not reported in governmental funds	677,270 - <u>(335,496)</u>	150,808 69,999 <u>(314,874)</u>
Change in net position of governmental activities	\$ 987,174	\$ 503,387

The accompanying notes are an integral part of these financial statements.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the South Lake County Fire Protection District (District) are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The District's reporting applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Proprietary funds and similar component units apply Financial Accounting Standards Board (FASB) pronouncements and Accounting Principal Board (APB) opinions issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

**Description of the Reporting Entity**

The District was formed on March 10, 1925, by a resolution adopted by the Lake County Board of Supervisors. The purpose of the District under the Health and Safety Code is to provide and maintain any and all special service functions necessary for the prevention of fire and for the protection of life and property from fire and panic. The District maintains fire stations in Middletown, Cobb Mountain, Hidden Valley, and Loch Lomond.

The District's financial statements include the operations of all organizations for which the District's Board of Directors (Board) exercises oversight responsibility (component units). Oversight responsibility is demonstrated by financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

Reporting for a component unit can be blended or discretely presented. A blended component unit, although a legally separate entity, is in substance, part of the District's operation. A blended component unit is an extension of the District and so data from this unit would be combined with data of the District. A discretely presented component unit, on the other hand, would be reported in a separate column in the combined financial statements to emphasize it is legally separate from the District.

No operations of other entities met the aforementioned oversight criteria for inclusion or exclusion from the accompanying financial statements in accordance with GASB Statement No. 14, as amended by GASB Statement No. 39.

**Basis of Presentation**

*Government-Wide Statements* – The Statement of Net Position and the Statement of Activities report information on all of the non-fiduciary activities of the primary government and its component units. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and user charges for support. The District had no business-type activities to report for the years ended June 30, 2024 and 2023.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Basis of Presentation (continued)**

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Certain indirect costs are allocated from the general government activity to the public safety function based on relative percentages or prior year actual operating expenditures. Program revenues include 1) charges to customers who purchase, use, or directly benefit from the goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue when reimbursable costs are incurred under the accrual basis of accounting. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

*Fund Financial Statements* – The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations. Separate financial statements are provided for each governmental fund. Major individual governmental funds are reported as separate columns in the fund financial statements.

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the Balance Sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Basis of Presentation (continued)**

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means that the amount of the transaction can be determined, and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues susceptible to accrual include property taxes, grants, donations, and charges for current services. The District uses an availability period of 60 days after year-end. Expenditures under the modified accrual basis of accounting are generally recognized when the related fund liability is incurred.

Government Fund Types

Governmental funds are used to account for the District’s expendable financial resources and related liabilities (except those accounted for in fiduciary funds). The measurement focus is upon determination of changes in financial position. The following are the District’s governmental fund types:

General Fund – This fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Capital Projects Fund – The capital projects fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities.

**Budgets**

By State law, the Board must approve a tentative budget no later than June 30 and adopt a final budget no later than August 31. A public hearing must be conducted to receive comments prior to adoption. The Board satisfied these requirements. Budgets are adopted on a basis consistent with the financial statements presented. Annual appropriated budgets are adopted for the general fund. All unused appropriations lapse at fiscal year-end.

These budgets are revised by the Board during the fiscal year to give consideration to unanticipated income and expenditures. It is this final budget that is presented in the financial statements.

**Cash**

The District holds its cash in the County of Lake (the County) Treasury. The County maintains a cash and investment pool and allocates interest to the various funds based upon the average monthly cash balances. Information regarding categorization of investments can be found in the County’s financial statements. A separate bank account is used by the District in order to deposit money on a timely basis. Withdrawals are limited to transfers to the County Treasury.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Property Taxes**

The District receives property taxes from the County, which has been assigned the responsibility for assessment, collection, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

The District participates in the County “Teeter Plan” method of property tax distribution and thus receives 100% of the District’s apportionment each fiscal year, eliminating the need for an allowance for uncollectible accounts. The County, in return, receives all penalties and interest on the related delinquent taxes. Under the Teeter Plan, the County remits property taxes to the District base on assessments, not on collections, according to the following schedule: 55% in December, 40% in April, and 5% at the end of the fiscal year.

**Long-Term Liabilities**

Non-current portions of long-term liabilities expected to be financed from governmental funds are accounted for in the general long-term debt account group. Because of their spending measurement focus, expenditure recognition for governmental fund types does not include amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type liabilities.

**Contingencies**

The District receives grants from various State and Federal agencies. Each grant is subject to audit by the grantor agency. It is uncertain whether a grant audit could produce deficiencies in costs being claimed by the district and, therefore, could result in funds being returned to the grantor agencies.

**Assigned Fund Balance**

Assignments of the ending fund balance indicates the portions of fund balance not appropriable for expenditures or amounts segregated for a specific future use.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Capital Assets**

Capital assets, which include land, buildings, equipment, and vehicles, are reported in the applicable governmental activities column in the government-wide financial statements. The assets are recorded at historical cost or estimated cost if historical cost is unavailable. Donated capital assets are recorded at estimated fair value at the date of donation. The District defines capital assets as assets with an initial individual cost of more than \$3,500 and an estimated useful life in excess of one year.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives:

Equipment and furniture	3-7 years
Buildings and leasehold improvements	15-40 years

**Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reduction of expenditures in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates.

**Revenue Recognition**

The District receives revenues for performing emergency medical and ambulatory services to District residents. The District's policy for recognizing these revenues is billing and recording revenues as services are performed. Patient service revenues (ambulance revenues) are reported net of provisions for contractual allowances in the basic and fund financial statements. The District uses a recognition period of one-year for these revenues.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Allowance for Doubtful Accounts**

Management bases its allowance for doubtful accounts on the percentage of total collections to total amounts written off in past years.

**Fund Balances**

In February 2009, the GASB issued Statement No. 54 which establishes accounting and financial reporting standards for all governments that report governmental funds.

Under GASB Statement No. 54, fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are now broken out in five categories:

- Nonspendable Fund Balance – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. – prepaid expenses) or legally or contractually required to be maintained intact.
- Restricted Fund Balance – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.
- Committed Fund Balance – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority (i.e. – fund balance designations passed by board resolution).
- Assigned Fund Balance – this fund balance classification refers to amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.
- Unassigned Fund Balance – this fund balance classification is the residual classification for the general fund.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 2: CASH AND INVESTMENTS**

The District maintains its general cash account with the County Treasurer’s office. The cash of the District is maintained in a “pooled” cash fund for special districts by the County.

The cash and investments balances at June 30, 2024 and 2023, are as follows:

	2024	2023
Cash and investments with County:		
General Fund	\$ 7,787,852	\$ 7,129,631
Capital Projects Fund	160,330	277,574
Total cash and investments with County	\$ 7,948,182	\$ 7,407,205

Credit Risk, Carrying Amount, and Fair Value

Cash and non-negotiable certificates of deposit are classified in three categories of credit risk as follows:

- Category 1 - Insured or collateralized with securities held by the District or its agent in the District’s name
- Category 2 - Collateralized with securities held by the pledging financial institution’s trust department or agent in the District’s name
- Category 3 - Uncollateralized

Authorized Investments

In accordance with Government Code Section 53601, the District may invest in the following types of investments:

- Bonds issued by the State of California and/or any local agency within the State of California
- Securities of the U.S. Government, or its agencies
- Certificates of Deposit (or Time Deposit) placed with commercial banks and/or savings and loan companies
- Negotiable Certificates of Deposit
- Bankers’ Acceptance
- Commercial Acceptances
- Local Agency Investment Fund (State Pool) Demand Deposits
- Repurchase Agreements (Repos)

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 2: CASH AND INVESTMENTS (continued)**

Investments are classified in three categories of credit risk as follows:

- Category 1 - Insured or registered, with securities held by the District or its agent in the District's name
- Category 2 - Uninsured and unregistered, with securities held by the counter party's trust department or agent in the District's name
- Category 3 - Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent, but not in the District's name

Investments in pools managed by other governments or in mutual funds are not required to be categorized.

GASB Statement No. 31

Investments are accounted for in accordance with the provisions of GASB Statement No. 31, which requires governmental entities to report certain investments at fair value in the Balances Sheet and recognize the corresponding change in fair value of investments in the year in which the change occurred. The District reports its investments at fair value based on quoted market information obtained from fiscal agents or other sources.

	Category			Fair Value/ Carrying Amount
	1	2	3	
County Treasury* - June 30, 2024	\$ 7,948,182	N/A	N/A	\$ 7,948,182
County Treasury* - June 30, 2023	\$ 7,407,205	N/A	N/A	\$ 7,407,205

\*Not subject to categorization

**NOTE 3: ACCOUNTS RECEIVABLE**

Accounts receivable balances at June 30, 2024 and 2023 were as follows:

	2024	2023
Accounts receivable:		
Ambulance service receivables	\$ 346,551	\$ 436,726
Other receivables - grants and refunds	493,390	327,155
Less allowance for doubtful accounts	(76,243)	(96,080)
Total accounts receivable	\$ 763,698	\$ 667,801

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 4: CAPITAL ASSETS**

Capital assets activity for the fiscal year ended June 30, 2024, was as follows:

	Year Ended June 30, 2023	Additions	Reductions	Transfer/ Adjustment	Year Ended June 30, 2024
Capital assets, non-depreciable:					
Land	\$ 80,506	\$ -	\$ -	\$ -	\$ 80,506
Construction in progress	60,894	86,432	-	(29,607)	117,719
Total non-depreciable:	141,400	86,432	-	(29,607)	198,225
Capital assets, depreciable:					
Vehicles	2,585,987	524,443	(40,270)	29,607	3,099,767
Equipment	1,460,662	66,395	-	-	1,527,057
Buildings & improvements	1,475,821	-	-	-	1,475,821
Total depreciable:	5,522,470	590,838	(40,270)	29,607	6,102,645
Less accumulated depreciation	(3,743,254)	(335,496)	40,270	-	(4,038,480)
Total capital assets, net	<u>\$ 1,920,616</u>	<u>\$ 341,774</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,262,390</u>

Capital assets activity for the fiscal year ended June 30, 2023, was as follows:

	Year Ended June 30, 2022	Additions	Reductions	Transfer/ Adjustment	Year Ended June 30, 2023
Capital assets, non-depreciable:					
Land	\$ 80,506	\$ -	\$ -	\$ -	\$ 80,506
Construction in progress	91,685	44,698	-	(75,489)	60,894
Total non-depreciable:	172,191	44,698	-	(75,489)	141,400
Capital assets, depreciable:					
Vehicles	2,420,914	89,585	-	75,489	2,585,988
Equipment	1,374,136	86,525	-	-	1,460,661
Buildings & improvements	1,475,821	-	-	-	1,475,821
Total depreciable:	5,270,871	176,110	-	75,489	5,522,470
Less accumulated depreciation	(3,428,380)	(314,874)	-	-	(3,743,254)
Total capital assets, net	<u>\$ 2,014,682</u>	<u>\$ (94,066)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,920,616</u>

Depreciation expense for the fiscal years ended June 30, 2024 and 2023, was \$335,496 and \$314,874, respectively. Depreciation expenses have been charged to the Public Protection function in the Statement of Activities.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Financial Statements**  
**JUNE 30, 2024 and 2023**

**NOTE 5: RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets including errors and omissions, injuries to employees, and natural disasters.

The District continues to carry commercial insurance for risks of loss. Claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

**NOTE 6: INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

During the fiscal years ended June 30, 2024 and 2023, there were interfund transfers made from the Capital Projects Fund to the General Fund in the amount of \$227,186 and \$13,913. In general, the District uses interfund transfers to transfer mitigation fees collected from developers for allowable capital expenditures purchased through the general fund.

**NOTE 7: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through **Date**, the date the financial statements were available to be issued. Management has determined that there were no events occurring subsequent to **Date** that would have a material impact on the results of operations or its financial position requiring adjustment or disclosure.

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**REQUIRED SUPPLEMENTARY INFORMATION**

4.2.2026

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund - Budget and Actual**  
**For the Year Ended**  
**June 30, 2024**

	<u>Budgeted Amounts</u>		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues</b>				
Taxes and assessments	\$ 3,725,000	\$ 3,725,000	\$ 3,998,225	\$ 273,225
Intergovernmental revenues	84,080	84,080	194,035	109,955
Charges for services	449,000	449,000	1,379,301	930,301
Use of money and property	26,000	26,000	213,550	187,550
Other revenues	-	-	17,900	17,900
<b>Total Revenues</b>	<u>4,284,080</u>	<u>4,284,080</u>	<u>5,803,011</u>	<u>1,518,931</u>
<b>Expenditures</b>				
Salaries and benefits	243,096	243,096	196,732	46,364
Services and supplies	5,399,686	5,450,546	4,393,551	1,056,995
Capital outlay	-	-	677,270	(677,270)
<b>Total Expenditures</b>	<u>5,642,782</u>	<u>5,693,642</u>	<u>5,267,553</u>	<u>426,089</u>
Excess of revenues over (under) expenditures	<u>(1,358,702)</u>	<u>(1,409,562)</u>	<u>535,458</u>	<u>(1,945,020)</u>
<b>Other Financing Sources</b>				
Transfers in	-	-	227,186	227,186
Net changes in fund balances	<u>\$ (1,358,702)</u>	<u>\$ (1,409,562)</u>	762,644	<u>\$ (2,172,206)</u>
Fund balances - July 1, 2023			<u>7,772,024</u>	
Fund balances - June 30, 2024			<u>\$ 8,534,668</u>	

See accompanying notes to Required Supplementary Information.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**General Fund - Budget and Actual**  
**For the Year Ended**  
**June 30, 2023**

	<u>Budgeted Amounts</u>		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues</b>				
Taxes and assessments	\$ 3,388,822	\$ 3,377,066	\$ 3,702,618	\$ 325,552
Intergovernmental revenues	74,080	74,080	410,151	336,071
Charges for services	450,000	450,000	1,284,678	834,678
Use of money and property	25,000	25,000	78,840	53,840
Other revenues			17,654	17,654
<b>Total Revenues</b>	<u>3,937,902</u>	<u>3,926,146</u>	<u>5,493,941</u>	<u>1,567,795</u>
<b>Expenditures</b>				
Salaries and benefits	231,520	231,520	160,743	70,777
Services and supplies	4,582,724	4,582,724	4,662,099	(79,375)
Capital outlay	-	-	150,808	(150,808)
<b>Total Expenditures</b>	<u>4,814,244</u>	<u>4,814,244</u>	<u>4,973,650</u>	<u>(159,406)</u>
Excess of revenues over (under) expenditures	<u>\$ (876,342)</u>	<u>\$ (888,098)</u>	<u>520,291</u>	<u>\$ 1,408,389</u>
<b>Other Financing Sources</b>				
Transfers in	-	-	13,913	13,913
Net changes in fund balances	<u>\$ (876,342)</u>	<u>\$ (888,098)</u>	534,204	<u>\$ 1,422,302</u>
Fund balances - July 1, 2022			<u>7,237,821</u>	
Fund balances - June 30, 2023			<u>\$ 7,772,025</u>	

See accompanying notes to Required Supplementary Information.

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Notes to the Required Supplementary Information**  
**JUNE 30, 2024 and 2023**

**BUDGETARY BASIS OF ACCOUNTING**

The District prepares and legally adopts a final budget on or before August 30<sup>th</sup> of each fiscal year. Until the final budget is adopted, operations of the District commencing July 1<sup>st</sup> are governed by a continuing resolution that is adopted by the Board at their final meeting of the preceding fiscal year.

After the budget is approved, the appropriations can be added to, subtracted from, or changed only by Board resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Board. During the fiscal year ended June 30, 2024 and 2023, the Board approved all necessary supplementary appropriations.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to ensure effective budgetary control. Encumbrances outstanding at year-end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year-end are completed or purchase commitments satisfied. Such year-end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year and included in the subsequent year's budget. Unencumbered appropriations lapse at year-end.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level, except for fixed assets, which are controlled at the sub-object level. Object levels of expenditures are as follows: salaries and benefits, services and supplies, other charges including debt service, capital outlay, contingencies, expenditure transfers, and other financing uses. Sub-object levels of expenditures for fixed assets are land, structures and improvements, and equipment.

For budgetary purposes, actual GAAP expenditures have been adjusted to include encumbrances outstanding at year-end. Encumbrance accounting is employed as an extension of formal budgetary integration of the General and Special Revenue Funds under the jurisdiction of the Board.

The District budgeted mitigation fees in its general fund budget. However, mitigation fees are first received by the Capital Projects Fund, then transferred into its General Fund for capital replacement.

One difference from GAAP is that the budget includes fund balances carried forward from prior years as revenue sources.

**SUPPLEMENTARY INFORMATION**

DRAFT  
4.2.2026

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Schedules of Revenues - General Fund**  
**For the Years Ended**  
**June 30, 2024 and 2023**

	<u>2024</u>	<u>2023</u>
Taxes:		
Current secured	\$ 1,743,120	\$ 1,641,805
Current unsecured	39,020	34,261
Supplemental	42,051	51,200
Fire protection assessment	<u>2,174,034</u>	<u>1,975,352</u>
Total Taxes	<u>3,998,225</u>	<u>3,702,618</u>
Use of Money and Property:		
Interest income	<u>213,550</u>	<u>78,840</u>
Intergovernmental:		
State-other	179,925	410,151
Federal disaster relief	<u>14,110</u>	<u>-</u>
Total Intergovernmental	194,035	410,151
Charges for Services:		
Ambulance services	1,332,430	1,208,322
Fire protection and mitigation services	32,815	61,465
Permits	<u>14,056</u>	<u>14,891</u>
Total Charges for Services	<u>1,379,301</u>	<u>1,284,678</u>
Other Revenues:	<u>17,900</u>	<u>17,654</u>
Transfers in	<u>227,186</u>	<u>13,913</u>
Total Revenues Collected	<u><u>\$ 6,030,197</u></u>	<u><u>\$ 5,507,854</u></u>

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT**  
**Schedules of Expenditures - General Fund**  
**For the Years Ended**  
**June 30, 2024 and 2023**

	2024	2023
Salaries and Wages:		
Salaries and wages/permanent	\$ 5,200	\$ 5,600
Salaries and wages/extra help	139,267	106,872
Salaries and wages/overtime and holiday	17,633	12,825
Total Salaries and Wages	162,100	125,297
Benefits:		
Retirement Contributions	12,814	12,046
Insurance/health/life	20,156	21,491
Insurance/unemployment	1,661	1,909
Total Benefits	34,631	35,446
Total Salaries, Wages, and Benefits	196,731	160,743
Services and Supplies:		
Ambulance expense	685,189	564,366
Clothing	16,769	41,801
Communications	16,556	16,504
Food	4,192	5,031
Household expense	6,798	7,375
Insurance	56,901	55,841
Maintenance - equipment/buildings	179,043	247,942
Memberships	1,700	1,700
Office expense and supplies	4,645	5,152
Professional services	3,230,988	3,450,102
Supplies and services	73,893	97,865
Transportation and travel	3,918	12,979
Utilities	102,555	99,556
Bad debt expense	(19,838)	26,004
Workers compensation	30,243	29,881
Total Services and Supplies	4,393,552	4,662,099
Capital Outlay	677,270	150,808
Total Expenditures	\$ 5,267,553	\$ 4,973,650

# AGREEMENT FOR PROFESSIONAL SERVICES

## PREAMBLE

This Agreement for the performance of professional services (“Agreement”) is made and entered into on this 1st day of April, 2026 (“Effective Date”), by and between the South Lake County Fire Protection District (“District”) and Kiley & Associates, LLC, a Delaware corporation, with its principal place of business located at 636 North Carolina Ave, SE; Washington, DC 20003 (“Consultant”). District and Consultant may be referred to individually as a “Party” or collectively as the “Parties” or the “Parties to this Agreement.”

## RECITALS

WHEREAS, District desires to secure professional services as described in Exhibit “A” entitled “Scope of Services and Fee Schedule”; and

WHEREAS, Consultant hereby represents that it possesses the professional qualifications and expertise to provide such services, and;

WHEREAS, the Parties have specified herein the terms and conditions under which such services will be provided and paid for.

NOW, THEREFORE, the Parties hereto agree as follows:

## AGREEMENT PROVISIONS

### 1. SCOPE OF SERVICES

Except as specified in this Agreement, Consultant shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision, and expertise (collectively referred to as “Services”) to satisfactorily complete the work required by District at its own risk and expense. Services are more fully described in Exhibit “A”, entitled “Scope of Services and Fee Schedule”. All of the exhibits referenced in this Agreement are attached and incorporated by this reference.

### 2. TERM OF AGREEMENT

A. Consultant will begin providing the Services described herein upon receipt of an executed Agreement from District. Consultant must complete Services within the time limits set forth in Scope of Services or as mutually determined in writing by Parties. The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement by serving upon the consultant at least thirty (30) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise.

B. Unless extended by mutual written agreement of Parties, or terminated earlier in

accordance with this Agreement, Consultant's obligation to perform Services shall commence as described above in paragraph 2A and shall continue in full force and effect until satisfactory completion of Services.

- C. The initial term of the Agreement is for one year, from May 1, 2026 to May 1, 2027 (unless earlier terminated in accordance with 2.A of the Agreement), with District options to extend the term for up to two additional one-year extension periods.

### **3. RESPONSIBILITY OF CONSULTANT**

Consultant shall be responsible for the quality, technical accuracy, and coordination of Services furnished under this Agreement. Consultant will endeavor to provide Services in a manner consistent with the level of care and skill ordinarily exercised by other professionals providing the same service in the same locale. Consultant shall be solely responsible to District for the performance of Consultant, and any of its employees, agents, subcontractors, or suppliers under this Agreement.

Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.

### **4. RESPONSIBILITY OF DISTRICT**

- A. On behalf of District, the Strategy Manager shall be the authorized representative and will ensure all required budget, purchase orders, service orders and any other internal documentation necessary to comply with the terms of this agreement are properly and timely prepared in order to enable Consultant to continue services according to terms of Agreement.
- B. On behalf of District, the District Manager or designee shall be the authorized representative in the interpretation and enforcement of all work performed in connection with this Agreement. The District Manager shall render decisions in a timely manner pertaining to documents submitted by Consultant in order to avoid unreasonable delay in the orderly and sequential progress of Consultant's services. The District Manager or designee may represent the District in connection with this Agreement to designees. Consultant shall promptly comply with instructions from District Manager and/or his/her designees.

### **5. PAYMENT OF COMPENSATION**

- A. In consideration for Consultant's performance of Services, District shall pay Consultant pursuant to Consultant's Standard Rate Schedule, the current version of which is outlined in the attached Exhibit "A", entitled "Scope of Services and Fee Schedule." Payments made by District under this Agreement shall be the amounts charged for Services provided and billed by Consultant, subject to verification, pursuant to the standard rates set forth in the Fee Schedule. Consultant may begin services prior to the effective date of this Agreement at its own risk, with the understanding that, upon District approval, District may choose to compensate

Consultant for services performed prior to District's authorization, within the limits of the Managers authority .

- B.** Consultant shall bill District on a monthly basis for Services provided by Consultant during the preceding month, subject to verification by District. Payment to Consultant for Services will be made within thirty (30) days of date of Consultant invoice.

**6. RIGHT TO TERMINATION**

Both parties reserve the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the other party. As of the date of termination, Consultant shall immediately cease all services hereunder, except such as may be specifically approved by both Consultant and District's authorized representative after termination has been noticed under this provision ("windup services"). Consultant shall be entitled to compensation for all services rendered prior to termination, and any agreed-upon windup services.

**7. NO ASSIGNMENT OF AGREEMENT/SUCCESSORS IN INTEREST**

This Agreement is a contract for professional services. District and Consultant bind themselves, their partners, successors, assigns, executors and administrators to all covenants of this Agreement. Except as otherwise set forth in this Agreement, no interest in this Agreement shall be assigned or transferred, either voluntarily or by operation of law, without the prior written approval of both parties.

**8. NO AUTHORITY TO BIND DISTRICT**

Consultant shall not have authority, expressed or implied, to act on behalf of District as an agent, or to bind District to any obligations whatsoever, unless specifically authorized in writing by the District Manager or his/her authorized representative.

**9. NO THIRD-PARTY BENEFICIARY**

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

**10. CONSULTANT IS AN INDEPENDENT CONSULTANT**

It is agreed that in performing the work required under this Agreement, Consultant and any person employed by or contracted with Consultant to furnish labor and/or materials under this Agreement is neither an agent nor employee of District. Consultant has full rights to manage its employees subject to the requirements of the law.

**11. RIGHT OF DISTRICT TO INSPECT RECORDS OF CONSULTANT**

District, through its authorized employees, representatives or agents shall have the right

during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Consultant for the purpose of verifying any and all charges made by Consultant in connection with Consultant's compensation under this Agreement, including termination of Consultant. Consultant agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to District. District shall disallow any expenses not so recorded.

Consultant shall submit to District any and all reports concerning its performance under this Agreement that may be requested by District in writing. Consultant agrees to assist District in meeting District's reporting requirements to the State and Federal Government and other agencies with respect to Consultant's Services hereunder.

**12. CORRECTION OF SERVICES**

Consultant will be given the opportunity and agrees to correct any incomplete, inaccurate or defective Services at no further cost to District, when such defects are due to the negligence, errors, or omissions of Consultant.

**13. FORCE MAJEURE**

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not restricted to, acts of God or of any public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes and unusually severe weather if Consultant shall, within ten (10) days of the commencement of such condition, notify the District Manager, who shall thereupon ascertain the facts and extent of any necessary delay, and extend the time for performing services if such delay is not the fault of Consultant. The District's determination in this respect shall be final and conclusive upon the parties to this Agreement.

**14. FAIR EMPLOYMENT**

Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background, or marital status, in violation of state or federal law.

**15. HOLD HARMLESS/INDEMNIFICATION**

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless District from any and all losses, damages, liabilities or costs (including reasonable defense costs recoverable under applicable law on account of negligence) resulting from third-party claims to the extent caused by Consultant's recklessness, willful misconduct, or Consultant's negligent acts, errors or omissions in the performance of Services under this Agreement or that of anyone for whom Consultant is legally responsible, except to the extent caused by District's negligence, recklessness or willful misconduct or that of anyone for whom District is legally responsible.

## 16. INSURANCE REQUIREMENTS

A. Without limiting Consultant's indemnification of District, and prior to commencing any Services required under this Agreement, Consultant shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverage's, provisions and endorsements:

1. Commercial General Liability Policy (bodily injury and property damage):  
Policy limits are subject to review, but shall in no event be less than, the following:  
\$1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury
2. Workers' Compensation Insurance Policy as required by statute.
3. "Hired Autos" Automobile Liability Insurance Policy with policy limits at minimum limit of not less than one million dollars (\$1,000,000) each accident. Liability coverage shall apply to non-owned and hired autos.
4. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of Consultant. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.

### B. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Consultant, shall, at its sole cost and expense, purchase and maintain not less than the minimum insurance coverage with endorsements and deductibles indicated in this Agreement. Consultant shall file with District all certificates for required insurance policies for Authorities approval as to adequacy of insurance protection.

### C. ADDITIONAL INSURED ENDORSEMENT

General liability insurance shall include endorsements that:

- a. Identify the policy number;
- b. Include a statement that "the District", including its officers, employees and volunteers are additional insureds;
- c. Include a statement that the insurance shall be primary and that the insurance shall not be cancelled except upon prior written consent to District (30 days prior);
- d. Endorsements must be signed by the insurance agent or broker, and provided to the District;

- e. Any deviations from the above insurance requirements must be approved by the District's counsel.

**17. AMENDMENTS**

It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties and incorporated into this Agreement. Such changes, which are mutually agreed upon by District and Consultant, shall be incorporated via amendments to this Agreement.

**18. WAIVER**

No term or provision hereof shall be deemed waived and no default or breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented to such breach. The consent by any party to, or waiver of, a breach or default by the other, shall not constitute a consent to, waiver of, or excuse for, any other different or subsequent breach or default

The failure of either party to insist upon or enforce strict conformance by the other party of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment of such party's right unless made in writing and shall not constitute any subsequent waiver or relinquishment.

**19. INTEGRATED DOCUMENT - TOTALITY OF AGREEMENT**

This Agreement embodies the Agreement between District and Consultant and its terms and conditions. No other understanding, agreements, conversations, or otherwise, with any officer, agent, or employee of District prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon District.

All exhibits referred to in this Agreement and any addenda, appendices, attachments, and schedules to this Agreement which, from time to time, may be referred to in any duly executed amendment hereto, are by such reference incorporated in this Agreement and will be deemed to be a part of this Agreement.

**20. SEVERABILITY CLAUSE**

In the event any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

If any part of this agreement is for any reason held to be excessively broad as to time, duration, geographical scope, activity or subject, it will be construed, by limiting or reducing it, so as to be enforceable to the extent reasonably necessary for the protection of the District.

**21. NOTICES**

All notices to the Parties shall, unless otherwise requested in writing, be sent to District addressed as follows:

Mr. Jim Comisky  
Board Member  
South Lake County Fire Protection District  
21095 State Highway 175  
P.O. Box 1360  
Middletown, CA 95461

And to Consultant addressed as follows:

Gregory Kiley  
President, Kiley & Associates  
636 North Carolina Ave SE  
Washington, DC 20003

**22. STATUTES AND LAW GOVERNING CONTRACT**

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California .

**23. WAIVER OF CONSEQUENTIAL DAMAGES**

District and Consultant mutually agree to waive all claims of consequential damages arising from disputes, claims, or other matters relating to this Agreement.

**24. DISPUTE RESOLUTION**

- A. Unless otherwise mutually agreed to by the Parties, any controversies between Consultant and District regarding the construction or application of this Agreement, and claims arising out of this Agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.
- B. The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request that the Superior Court of Lake County, CA appoint a mediator. The mediation meeting shall not exceed one day or eight (8) hours. The Parties may agree to extend the time allowed for mediation under this Agreement.
- C. The costs of a mediator shall be borne by the Parties equally, and each Party shall bear its own costs incurred in connection with mediation, including but not limited to attorneys' fees.

**25. SIGNATURES**

The individuals executing this Agreement represent and warrant that they have the right,

power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Consultant and the District.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

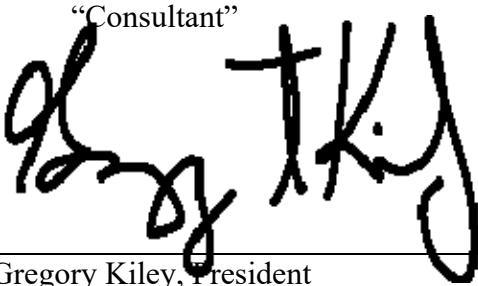
Approved as to form:

“District”

---

Stephanie Cline  
Board President  
South Lake County Fire Protection  
District

“Consultant”

A handwritten signature in black ink, appearing to read 'Gregory Kiley', written over a horizontal line.

---

Gregory Kiley, President  
Kiley & Associates, LLC

**Exhibit A**  
**Scope of Services and Fee Schedule**

**Scope of Services**

**Scope of Work (Annual):**

**Federal Advocacy & Grants Support:**

- Develop a federal roadmap targeting key public safety, equipment, and emergency response funding opportunities (e.g., AFG, SAFER, COPS grants, and earmarks).
- Pursue at least 1–2 congressionally directed spending (earmark) requests per Fiscal Year.
- Identify and assist with 2–4 relevant federal grant programs annually.

**Relationship Building & Visibility:**

- Arrange and support 10–12 meetings per year between District leadership and key federal stakeholders (congressional offices, FEMA, DHS, USFA).
- Elevate the District’s visibility with the California delegation and federal agencies.

**Policy & Compliance Guidance:**

- Provide quarterly updates on related legislation, grant windows, and policy shifts.
- Assist with regulatory comments, letters of support, and agency engagement.

**D.C. Fly-In Planning:**

- Plan and support one annual trip to Washington, D.C., to meet with lawmakers, agency staff, and federal program officers — timed around key federal deadlines.

**Strategic Support & Troubleshooting:**

- Help resolve federal-level issues impacting the District (e.g., FEMA reimbursements, infrastructure delays).
- Monitor emerging opportunities for equipment, vehicles, facilities, and public safety communications infrastructure.

**Fee Proposal**

Like nearly every Washington, DC-based firm, we charge a monthly retainer to our clients for our in-depth advisory and advocacy services. The agreement between the District and the entire team would be a total of \$39,200. This is a final not-to-exceed annual price of \$39,200 per year, no additional costs will be charged over the first year of the contract. The retainer is all inclusive of the state and federal legislative advocacy services we provide for your entity.

<b>ANNUAL RATE</b>	<b>START DATE</b>	<b>MONTHLY RATE</b>
**	May 1, 2026	\$3,000
**	September 1, 2026	\$3,400
<b>Total</b>		
\$39,200	Twelve Months	**

# Kiley & Associates

February 25, 2026

Director James Comisky  
South Lake County Fire Protection District  
21095 State Highway 175  
Middletown, CA 95461

Dear Director Comisky,

I am writing to provide an overview of how Kiley & Associates can support the South Lake County Fire Protection District in advancing its federal funding and policy priorities. Our firm offers deep public safety expertise, strong bipartisan relationships in Washington, D.C., and a history of success with special districts and municipal entities across the country.

For more than a decade, Kiley & Associates has delivered results for local governments, special districts, and other public agencies. We help our clients identify federal funding opportunities, strengthen their voice in Washington, and secure critical resources. Our tailored and proactive approach ensures that each client receives high-level, strategic support aligned to their mission and objectives.

We propose to deliver a comprehensive federal advocacy and grants support program for the South Lake County Fire Protection District with the following scope of work:

## **Scope of Work (Annual):**

### **Federal Advocacy & Grants Support:**

- Develop a federal roadmap targeting key public safety, equipment, and emergency response funding opportunities (e.g., AFG, SAFER, COPS grants, and earmarks).
- Pursue at least 1–2 congressionally directed spending (earmark) requests per Fiscal Year.
- Identify and assist with 2–4 relevant federal grant programs annually.

### **Relationship Building & Visibility:**

- Arrange and support 10–12 meetings per year between Fire District leadership and key federal stakeholders (congressional offices, FEMA, DHS, USFA).
- Elevate the Fire District's visibility with the California delegation and federal agencies.

### **Policy & Compliance Guidance:**

- Provide quarterly updates on fire service-related legislation, grant windows, and policy shifts.
- Assist with regulatory comments, letters of support, and agency engagement.

### **D.C. Fly-In Planning:**

- Plan and support one annual trip to Washington, D.C., to meet with lawmakers, agency staff, and federal program officers — timed around key federal deadlines.

### **Strategic Support & Troubleshooting:**

- Help resolve federal-level issues impacting the District (e.g., FEMA reimbursements, infrastructure delays).
- Monitor emerging opportunities for equipment, vehicles, facilities, and public safety communications infrastructure.

# Kiley & Associates

## **Expected Return on Investment (ROI):**

In Year One, our objective is to help the District secure between \$250K–\$1.5M in competitive grants and/or congressionally directed spending. Our approach builds long-term funding pipelines while enhancing the District’s strategic influence at the federal level.

## Relevant Experience:

Kiley & Associates has successfully supported fire districts and municipalities across California. Past successes include but are not limited to

:

- Securing \$1.3M for emergency operations centers and fire safety infrastructure.
- Navigating FEMA and ARPA reimbursement processes.
- Winning earmarks for fire engines, equipment upgrades, and communications improvements.

Our team includes former congressional staff, attorneys, and policy experts with extensive experience in federal grant programs, public safety legislation, and agency operations. You will have direct access to our senior team, including our President, Chief Counsel, and Vice President.

Kiley & Associates would be honored to serve as your federal advocate. Should you decide to hire our team, we are prepared to begin immediately and recommend scheduling a strategy session to align on priorities. Our monthly retainer typically ranges from \$2,900 to \$3,900 depending on the scope and complexity of the engagement.

Thank you for your time and consideration. Please do not hesitate to contact me directly with any questions.

Very respectfully,



Jayson Braude  
Chief Counsel

Kiley & Associates, LLC  
301 H Street NE  
Washington, DC 20002  
(562) 818-6646  
JBraude@kileyassociates.org

## 2 Attachments:

1. Team Biographies
2. Recent Experience and References

# Kiley & Associates

## **Attachment I: Team Biographies**

### Gregory T. Kiley-President, Kiley & Associates

Gregory Kiley is President of Kiley & Associates, LLC. Since retiring from federal service, he has consulted to federal, state and local governments, and industry and non-profit entities on national security policy and processes. He has written for the Center for Strategic and International Studies among others.

Prior to working in the private sector, Mr. Kiley served 25 years in the federal government, concentrating on local governments, defense and national security. He spent six years as a senior professional staff member for the Senate Armed Services Committee. As lead staff for two subcommittees, his oversight portfolio included all military air and ground systems, military logistics and readiness, and the defense budget. His responsibilities included coordinating and conducting congressional hearings, developing and drafting legislation, and negotiating and staffing passage of annual National Defense Authorization Acts and supplemental spending bills.

Mr. Kiley began his professional career in the U.S. Air Force, culminating as a senior pilot, flying C-130 aircraft and deploying throughout the world. Greg also held positions as a wing plans officer, maintenance officer, and information management officer. Greg lives in Washington, D.C. with his wife and daughters.

### Jayson J. Braude-Chief Counsel, Kiley & Associates

Jayson Braude is the Chief Counsel to Kiley & Associates. Jayson Braude grew up in the Los Angeles area and is the grandson of former United States Congressman Glenn Anderson. Jayson worked for United States Senators Kent Conrad and Sherrod Brown in Washington, D.C. After law school, he worked as Legislative Counsel for United States Congresswoman Janice Hahn, where he staffed the Congresswoman on the House Transportation and Infrastructure Committee. He then became the District Director for Congresswoman Nannette Diaz Barragan in her San Pedro office. Jayson has over fifteen-years of experience in government affairs and maintains contacts all over Capitol Hill and throughout federal, state and local agencies. Jayson is a graduate of UC Santa Barbara and received his law degree from Southwestern Law School in Los Angeles. Jayson is a member of the Washington Bar and resides in Washington, D.C.

### Kimberly J. VanWyhe-Vice President, Kiley & Associates

Kimberly is currently Vice President of Kiley & Associates, focusing on business development and policy and strategy development. Kimberly received her BA in Political Science from St. John's University in 2004 and received her MBA in International Business with a concentration in consulting and holds a certification in Global Oil and Gas Management from the Thunderbird School of Global Management. Kimberly's previous professional experience includes working on multiple political campaigns on both the state and federal level, working for the Alaska State Legislature as well as working for the Cohen Group, a defense-oriented consulting firm founded by former Secretary of Defense William Cohen. She then served as the Director of Energy Policy at the American Action Forum, a D.C. think tank focusing on economic, domestic, and fiscal policy issues. Kimberly was raised in Fairbanks, Alaska and currently resides in Washington, D.C.

# Kiley & Associates

## Michael Lane, Senior Partner, Kiley & Associates

Michael Lane is a Senior Partner at Kiley & Associates, specializing in federal supply chain policy, risk management, and government affairs. A former U.S. Army officer, he led the deployment of a logistics and sustainment company to Iraq in 2011 before transitioning to federal consulting. Mike has advised key agencies—including the Departments of State, Treasury, and Defense—on procurement, logistics, and risk management. He also has supported major defense contractors and aerospace firms navigating federal regulations. With deep expertise in supply chain resilience and national security policy, Mike advocates for clients facing legislative and regulatory challenges. A longtime Washington, D.C. resident, he leverages strong relationships across Capitol Hill and federal agencies to drive results.

## **Attachment II: Recent Experience and References**

Kiley & Associates has strong ties at the federal level with both the legislative and executive branches. Every member of our team has developed professional working relationships with Republican and Democratic Members of the Senate and House, as well as with their personal staffs, and the staffs of key Senate and House committees. Further, we have key allies within the White House staff and across the Trump Administration.

Kiley & Associates' size, structure and personalized approach allows us to provide proactive, cost-effective representation to all our clients.

We are extremely proud of our work for our city clients across the State of California. The accomplishments and experience gained from the recent work below in other cities is a sample of similar work we would apply to the South Lake County Fire Protection District.

### **2022-Present. Chino Valley Fire District.**

- Chino Valley Fire District was allocated State budget dollars for a total of \$6.25 million dollars. These State allocated funds will be funding the Fire District's capital campaign to build a new fire station and its Essential Resource Facility.
- We assisted in developing a government relations plan and strategy to assist lobbying efforts. We worked with the Fire District to develop stronger relationships with key local State representatives in championing the Fire District's funding requests in both the Assembly and Senate.

### **2019-Present. City of Carson, California.**

- Provided guidance and counsel to the Mayor and City Council on various matters related to COVID-19, including updates on federal policy and federal grant opportunities.
- Organized a Federal Small Business Administration virtual meeting to educate Carson business owners on the Paycheck Protection Program.
- Coordinated meetings between Carson Council members, the FAA, and the Long Beach Airport regarding noise complaints from residents.

# Kiley & Associates

- Facilitated meetings with FEMA and the United States Treasury to ensure Carson was receiving their fair share of the municipal funding from the American Rescue Plan.
- Renewed the City's relationship with United States Senator Dianne Feinstein and helped the City apply for earmarks and Community Improvement Projects (CIPs) with her office, which includes the potential of over a million dollars for parks funding within the City.
- Worked with the Federal Communications Commission to promote the Emergency Broadband Benefit to Carson residents, which will provide them up to \$50 per month towards broadband service for eligible households and a one-time discount of up to \$100 to purchase a computer or tablet.
- At the request of the City, approached the U.S. Postal Service in Washington, D.C. to investigate long-running postal problems within the City of Carson with a goal to improve mail service for Carson residents.
- Worked with the City to explore renewable energy opportunities, including electric vehicle charging throughout Carson and solar power at City Hall and other City-owned buildings.
- Brought in the U.S. Army Corps of Engineers and the U.S. Environmental Protection Agency to help the City with the problem at the Domínguez Channel.
- Helped the City secure a \$2 million federal earmark from their Congressman for an infrastructure project at Carson Veterans Park.
- Helped the City secure a Senate earmark for \$1.5 million that Senator Padilla submitted to the Senate Appropriations Committee for street and landscaping improvements.

## 2019-Present. **City of South Gate, California.**

- Developed a federal funding and policy agenda for the Mayor, Council and City department heads. Created federal government agendas and provided federal outreach and funding opportunities. Provide the City with relevant hearing schedules and grant announcements.
- Arranged for City officials to meet with federal officials on the COVID-19 Funeral Assistance program which provided thousands of dollars for families in the City who lost a loved one.
- Provided the City with Congressional and White House updates detailing legislative action in Washington.
- Initiated a dialogue for the City with Union Pacific Railroad regarding trash and homelessness along a neglected rail line.
- Worked with the City to secure earmarks for \$1.5 million in road improvements to Garfield Avenue, of which Congresswoman Barragán submitted to the House Committee on Transportation and Infrastructure for approval.

# Kiley & Associates

- Worked with South Gate, Los Angeles County Metro, and Congress for millions of dollars in funding for the West Santa Ana Branch light rail line. Started a dialogue between the City and the office of recently appointed United States Senator Alex Padilla.
- Worked with the City and the EPA to keep the South Gate Superfund sites at the forefront of the agencies' federal priorities.
- Worked closely with the City and federal officials after the January 2020 Delta Airlines Fuel Release over Southeast Los Angeles. Facilitated a Zoom call between the White House and the City of South Gate. South Gate Councilwoman Denise Diaz also participated in this extremely informative and crucial White House conversation with Intergovernmental Affairs Director Eduardo Cisneros.
- Engaged with the United States Conference of Mayors, providing South Gate a seat at the table for numerous federal decisions.
- Helped the City secure an earmark for \$1 million that the Congresswoman submitted to the House Appropriations Committee for drinking water improvements.
- Helped the City secure an earmark for \$1.5 million that Senator Padilla submitted to the Senate Appropriations Committee for street and landscaping improvements.
- Helped the City secure an earmark for \$1.25 million that both Senator Feinstein and Senator Padilla submitted to the Senate Appropriations Committee for upgrades to the City's Emergency Operations Center.

## 2020-Present. **City of Lynwood, California.**

- Organized meetings for the City and the Port of Los Angeles regarding the shipping backlog and the supply chain issues currently impacting the region, traffic, and the environment.
- Worked with the U.S. Department of Housing and Urban Development to secure a \$1 million dollars award for the City of Lynwood. Worked with the EPA to bring in senior White House officials to the City for a tour and meetings.
- Worked with Congressional officials and the City to ensure Lynwood is maximizing COVID-19 FEMA reimbursements and implementing ARPA funding for maximum usage.
- Helped the City with numerous matters related to compliance and accounting of the ARPA. Worked with the City to push for Federal legislation that allows for 30% of ARPA recovery funding to be spent on transportation projects or community projects. This legislation allows local officials additional flexibility to spend their own funds and extends the spending deadline by an additional two years.
- Helped the City secure an earmark for \$1.3 million that their Congresswoman submitted to the House Appropriations Committee for renovations to the City's Senior Center.

# Kiley & Associates

- Helped the City secure Senate earmarks that were submitted to the Senate Appropriations Committee. Senator Feinstein secured funding for public safety radio.

## References

Jermery Ault  
Deputy Fire Chief, Chino Valley Fire District  
[jault@chofire.org](mailto:jault@chofire.org)  
909-816-0492

Jennifer Vasquez  
City Manager, City of Maywood  
[Jennifer.Vasquez@cityofmaywood.org](mailto:Jennifer.Vasquez@cityofmaywood.org)  
323-562-5700

Thaddeus McCormack  
City Manager, City of Lakewood  
[Tmack@lakewoodcity.org](mailto:Tmack@lakewoodcity.org)  
562-202-1114

Mayor Michael Vargas  
City of Perris  
[MVargas@cityofperris.org](mailto:MVargas@cityofperris.org)  
951-238-9598

John Moreno  
City Manager, City of Paramount  
[JMoreno@paramountcity.com](mailto:JMoreno@paramountcity.com)  
562-400-6070

Mike Flad  
Assistant City Manager, Jurupa Valley  
[Mflad@jurupavalley.org](mailto:Mflad@jurupavalley.org)  
818-632-3110

David Roberts  
City Manager, City of Carson  
[DRoberts@carsonca.gov](mailto:DRoberts@carsonca.gov)  
310-952-1729

**ADDITIONAL SERVICE AUTHORIZATION**

*Please sign and return original promptly to avoid delay in proceeding with the described scope below or attached. Please direct questions to Mitchell S. Conner 707.975.7097, mc@archilogix.com*

Date: 04/10/2026

Client: South Lake County Fire Protection District (SLCFPD) Project Name: Hidden Valley Lake Fire Station

Requested by: SLCFPD Project Number: 283-2101

Received by: Mitchell Conner Date Received: 08/2025

Verbal  Letter  Marked Prints  Email  Other

Written authorization required

Verbal authorization required  Included in contract, authorization not required

Estimated Hours:

Non-chargeable  Hourly  Fixed Fee  Other

**Description of Work**

FEMA is reporting on their October 2024 flood rate map that the proposed fire station needs to be adjusted to a higher finish floor grade elevation. In lieu of raising the fire station, the finish floor elevation will remain, and the building design will be modified to incorporate a "Dry Floodproof" solution using a (PRESRAY or similar) flood control system. The building modifications will comply with ASCE 24-14 guidelines as well as FEMA Technical Bulletin #3 (2021).

See attached additional scope of work and fee proposal from ArchiLOGIX as well as structural and electrical engineering consultants related to the relocation of the main switchgear panel, automatic transfer switch, and emergency generator due to the floodproofing of the new fire station.

**Compensation**

ArchiLOGIX and the engineering consultant's scope of work and related fee proposal are attached.

**Authorized Signature**

---

Authorized Signature

---

Print Name

---

Date

**CONSULTANTS (SCOPE AND FEES – see attached)**

Structural Engineering (ZFA)	\$9,000.00
Electrical Engineering (So-Co Engineering)	\$3,500 .00

<b>Consultant's Fee</b>	\$12,500.00
ArchiLOGIX administrative mark-up (10%)	\$1,250.00

<b>TOTAL ARCHILOGIX AND CONSULTANT'S ADD SERVICE FEE</b>	<b>\$13,750.00</b>
--	--------------------

Mitch Conner

**ARCHILOGIX**

15 Third Street, Suite C

Santa Rosa, CA 95401

Project Name: Hidden Valley Lake Fire StationProject Number: 24515.10Extra Services Requested By: ArchilogixScope of Services:

After the plan check submittal it was discovered that the project is within the flood plain and will require design for flood loads. An Extra Service Authorization, dated February 18, 2026 was provided to accommodate the additional design and coordination required for the proposed fire station structure to meet the code flood requirements. At the time, the impacts to exterior mechanical and electrical equipment was unknown, so design of elevated pedestals or platforms for exterior equipment and tanks was excluded until that scope could be better defined by other consultants. Structural assistance is required for the support and anchorage of the exterior switchgear, transfer switch, diesel generator, and propane tank. Structural scope is as follows:

- Anti-flotation mat slab to support the exterior propane tank
- Elevated concrete pedestal or platform to support switchgear and transfer switch above the design flood elevation
- Elevated concrete pedestal or platform to support proposed electrical generator above the design flood elevation
- Structural steel or aluminum stairs and catwalks or extended platforms for maintenance access are anticipated at one or both elevated equipment pedestals or platforms
- Calculation and specification of equipment anchorage.
- Markup of electrical detail to assist with concrete electrical feed protection

Special Conditions:

- Design of electrical or mechanical equipment itself including propane tank, switchgear, generator, etc. for any loads including flood or seismic loads is excluded.
- Design flood elevation for each equipment location to be provided by project civil engineer

Fee For Extra Services: \$ 9,000 - Fixed Fee

**AUTHORIZATION** (two signatures required):**ZFA STRUCTURAL ENGINEERS**

By:   
Chris Meade, Senior Associate

Date: April 10, 2026**ARCHILOGIX**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Supplemental Letter Agreement #2

**Client:** ArchiLOGIX  
 (hereinafter “Client”)  
 15 Third Street, Suite C  
 Santa Rosa, CA 95401

**Project:** Hidden Valley Lake Fire Station  
 (hereinafter “Project”)  
 19287 Hartmann Rd  
 Hidden Valley Lake, CA 95467

**Date:** April 10, 2026

**SoCo #** 24023

SoCo Engineering, Inc. (hereinafter “SoCo” or “Engineer”) and Client have agreed to this Supplemental Letter Agreement as follows. The Scope of Work, Fees, Terms & Conditions, and Fee Schedule of the existing Letter Agreement for this project, dated February 3, 2026, shall remain except as modified herein.

**Fees:**

Phase	Fee Type	Existing Fee	Additional Fee	Revised Total
Flood Design Updates	Fixed Fee	\$ 2,500	\$ 3,500	\$ 6,000
<b>Total Additional Fee this Supplemental Agreement:</b>			<b>\$ 3,500</b>	

**Scope of Work:**

A. Flood Design Updates

1. Continue to collaborate with Client and design team on necessary revisions to the existing design to comply with ASCE flood design guidelines.
2. Redesign branch circuit wiring and feeders to updated mechanical equipment selections.
3. Design and coordinate with Client and design team new electrical utility area on west side of existing fire station building, for new transformer, generator and main switchboard.
4. Provide updated electrical drawings for coordination and permit submittal.
5. Provide additional PG&E new service application due to prolonged design schedule.
6. Coordinate with PG&E on the redesigned utility area and meet with PG&E representatives onsite.

**Authorization:**

**Client:** ArchiLOGIX  
15 Third Street, Suite C  
Santa Rosa, CA 95401

**Engineer:** SoCo Engineering, Inc.  
445 Center Street, Suite 219  
Healdsburg, CA 95448

By: \_\_\_\_\_  
(Agreed to by Client authorized representative)

By:   
(Agreed to by SoCo)

\_\_\_\_\_  
(printed name and title)

Nicholas Peters P.E., President

Date: \_\_\_\_\_

Date: April 10, 2026

**MUNICIPAL ADVISOR AGREEMENT  
BETWEEN  
SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT  
AND  
NHA ADVISORS, LLC**

THIS AGREEMENT for consulting services is made by and between the South Lake County Fire Protection District (the “District”) and NHA Advisors, LLC (“Consultant”) (together referred to as the “Parties”) as of April 1, 2026 (the “Effective Date”).

**SECTION 1 – SERVICES**

As the District’s registered municipal advisor, subject to the terms and conditions set forth in this Agreement, Consultant shall provide to the District the services described in the Scope of Services attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

If acting in the capacity of an Independent Registered Municipal Advisor (“IRMA”) with regard to the “IRMA exemption” of the SEC Rule, Consultant will review all third-party recommendations submitted to the District in writing, if requested.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2027, or upon completion of the Scope of Services described in Exhibit A, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the District’s right to terminate the Agreement, as referenced in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event the District, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from the District of such desire of the District, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant’s obligations hereunder.

If the District elects a course of action that is independent of or contrary to the advice provided by Consultant, Consultant is not required on that basis to disengage from the District.

## **SECTION 2 - COMPENSATION**

The District hereby agrees to pay Consultant compensation for services outlined in the Scope of Services (Exhibit A) under the Compensation Schedule (Exhibit B).

The District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from the District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to the District in the manner specified herein. Except as specifically authorized by the District in writing, Consultant shall not bill the District for duplicate services performed by more than one person.

Consultant and the District acknowledge and agree that compensation paid by the District to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. The District therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- The beginning and ending dates of the billing period.
  - At the District's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense.
  - For work performed on an hourly Compensation Schedule, the total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder.
- 2.2 Monthly Payment.** The District shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. The District shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** The District shall pay the final sum due pursuant to this Agreement within 60 days after completion of the services and submittal to the District of a final invoice if all services required have been satisfactorily performed.
- 2.4 Total Payment.** The District shall pay for the services to be rendered by Consultant pursuant to this Agreement. The District shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. The District shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B. Expenses will typically include third-party data collection or services not provided by the District. Reimbursable expenses are in addition to the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 Payment upon Termination.** In the event the District or Consultant terminates this Agreement pursuant to Section 8, the District shall compensate Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 Authorization to Perform Services.** Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

### **SECTION 3 - FACILITIES AND EQUIPMENT**

Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. The District shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

The District shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with the District employees and reviewing records and the information in possession of the District. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of the District. In no event shall the District be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

### **SECTION 4 - INSURANCE REQUIREMENTS**

Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to the District of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the District. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost

of such insurance shall be included in Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to the District. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

**4.1 Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the District and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

**4.2 Commercial General and Automobile Liability Insurance.**

**4.2.1 General Requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

**4.2.2 Minimum Scope of Coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.

**4.2.3 Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a) The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

- b) The District, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by or on behalf of Consultant; or automobiles owned, leased, hired, or borrowed by Consultant.
- c) For any claims related to this Agreement or the work hereunder, Consultant's insurance covered shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be more than Consultant's insurance and shall not contribute with it.
- d) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the District.

#### **4.3 Professional Liability Insurance.**

**4.3.1 General Requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$250,000 per claim.

**4.3.2 Claims-Made Limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a) The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b) Insurance must be maintained, and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c) If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must purchase an extended period coverage for a minimum of five years after completion of work under this Agreement.
- d) A copy of the claim reporting requirements must be submitted to the District for review prior to the commencement of any work under this Agreement.

#### **4.4 All Policies Requirements.**

**4.4.1 Acceptability of Insurers.** All insurance required by this section is to be placed with insurers with a Best's rating of no less than A:VII.

**4.4.2 Verification of Coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish the District with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the District does not receive the required insurance documents prior to Consultant beginning work, it shall not waive Consultant's obligation to provide them. The District reserves the right to make complete copies of all required insurance policies at any time.

**4.4.3 Deductibles and Self-Insured Retentions.** Consultant shall disclose to and obtain the written approval of the District for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, employees, and volunteers; or Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**4.4.4 Wasting Policies.** No policy required by this Section 4 shall include a "wasting" policy limit (i.e., limit that is eroded by the cost of defense).

**4.4.5 Waiver of Subrogation.** Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the contractor, its employees, agents, and subcontractors.

**4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

**4.5 Remedies.** In addition to any other remedies the District may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, the District may, at its sole option exercise any of the following remedies, which are alternatives to other remedies the District may have and are not the exclusive remedy for Consultant's breach:

- obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- terminate this Agreement.

## **SECTION 5 – CONSULTANT’S RESPONSIBILITIES AND INDEMNIFICATION**

Consultant is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). As such, Consultant has a fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entail the following.

### **Duty of Care:**

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide the District with informed advice
- c) make a reasonable inquiry as to the facts that are relevant to the District’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- d) undertake a reasonable investigation to determine that Consultant is not forming any recommendation on materially inaccurate or incomplete information; Consultant must have a reasonable basis for:
  - i. any advice provided to or on behalf of the District;
  - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
  - iii. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

### **Duty of Loyalty:**

Consultant must deal honestly and with the utmost good faith with the District and act in the District’s best interests without regard to the financial or other interests of Consultant. Consultant will eliminate or provide full and fair disclosure (included herein) to the District about each material conflict of interest (as applicable). Consultant will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District’s best interests.

### **Conflicts of Interest and Other Matters Requiring Disclosures**

As of the commencement date of the Project, there are no actual or potential material conflicts of interest, other than those potential conflicts noted below, that Consultant is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If Consultant becomes aware of any material potential conflict of interest that arises after this disclosure, Consultant will disclose the detailed information in writing to the District in a timely manner.

Pursuant to MSRB Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of Consultant and its associated persons.

The following are potential conflicts of interest to be considered.

- Consultant represents that in connection with the issuance of municipal securities, Consultant may receive compensation from the District for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, Consultant hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding Consultant's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for Consultant to recommend unnecessary financings or financings that are disadvantageous to the District, or to advise the District to increase the size of the issue. This potential conflict of interest will not impair Consultant's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the District.
- Consultant's fees under this potential agreement may be based on hourly fees of Consultant's personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest because it could create an incentive for Consultant to recommend alternatives that would result in more hours worked. This conflict of interest will not impair Consultant's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the District.
- Consultant's fees under this potential agreement may be a fixed amount established at the outset of this potential agreement. The amount is usually based upon an analysis by the District and Consultant of, among other things, the expected duration and complexity of the transaction and the scope of services to be performed by Consultant. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Consultant may suffer a loss. Thus, Consultant may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest will not impair Consultant's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the District.
- The fee paid to Consultant increases the cost of investment to the District. The increased cost occurs from compensating Consultant for municipal advisory services provided.
- Consultant serves a wide variety of other clients that may, from time to time, have interests that could have a direct or indirect impact on the interests of another Consultant client. For example, Consultant serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the District. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, Consultant could potentially face a conflict of interest arising from these competing client interests. Consultant fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with the District.
- Gerald Craig Hill, the Managing Principal of Consultant is currently serving as an outside director for the HdL Companies based in Diamond Bar, CA. HdL Companies is a software and professional services consulting company providing revenue data and collections information to local governments, potentially including Consultant's clients. HdL Companies have affiliates including, but not limited to, HdL Coren & Cone. From time to time, Consultant utilizes the services of HdL Coren & Cone for its clients. Consultant is mindful of this conflict of interest and fulfills its

regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith when this situation arises.

- Consultant does not have any affiliate that provides any advice, service, or product to or on behalf of the District that is directly or indirectly related to the municipal advisory activities to be performed by Consultant.
- Consultant has not made any payments directly or indirectly to obtain or retain Consultant's municipal advisory business.
- Consultant has not received any payments from third parties to enlist Consultant's recommendation to the District of its services, any municipal securities transaction, or any municipal finance product.
- Consultant has not engaged in any fee-splitting arrangements involving Consultant and any provider of investments or services to the District.
- Consultant does not have any legal or disciplinary event that is material to the District's evaluation of the municipal advisory or the integrity of its management or advisory personnel.
- Consultant does not act as principal in any of the transaction(s) related to this potential agreement.

### **Recommendations**

If Consultant makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, Consultant will determine, based on the information obtained through reasonable diligence of Consultant whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, Consultant will inform the District of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which Consultant reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- whether Consultant has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by Consultant, Consultant is not required on that basis to disengage from the District.

### **Municipal Securities Rulemaking Board Rule G-10 Disclosure**

Pursuant to MSRB Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- Consultant is currently registered as a Municipal Advisor with the SEC and MSRB.

- Within the MSRB website at [www.msrb.org](http://www.msrb.org), the District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

### **Record Retention**

Pursuant to the SEC record retention regulations, Consultant is required to maintain, in writing, all communication and created documents between Consultant and the District for five (5) years.

### **Indemnification**

Consultant shall indemnify, defend with counsel acceptable to the District, and hold harmless the District and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of the District.

Consultant's obligation to defend and indemnify shall not be excused because of Consultant's inability to evaluate Liability or because Consultant evaluates Liability and determines that Consultant is not liable to the claimant. Consultant must respond within 30 days, to the tender of any claim for defense and indemnity by the District, unless this time has been extended by the District. If Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the District, may be retained by the District until disposition has been made of the claim or suit for damages, or until Consultant accepts or rejects the tender of defense, whichever occurs first.

With respect to third party claims against Consultant, Consultant waives any and all rights of any type to express or implied indemnity against the Indemnitees.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the District, Consultant shall indemnify, defend, and hold harmless the District for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the District.

## **SECTION 6 - STATUS OF CONSULTANT**

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of the District. The District shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to

Subparagraph 1.3; however, otherwise the District shall not have the right to control how Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by the District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of the District and entitlement to any contribution to be paid by the District for employer contributions and/or employee contributions for PERS benefits.

- 6.2 Consultant Not an Agent.** Except as the District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of the District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind the District to any obligation whatsoever.

## **SECTION 7 - LEGAL REQUIREMENTS**

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which the District is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to the District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to the District that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from the District.
- 7.5 Legal Events and Disciplinary History.** Consultant does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. The District may electronically access Consultant's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

[www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html)

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

- 7.6 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, based on a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

## **SECTION 8 - TERMINATION AND MODIFICATION**

- 8.1 Termination.** The District may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 45 days' written notice to the District and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; the District, however, may condition payment of such compensation upon Consultant delivering to the District any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the District in connection with this Agreement.

- 8.2 Extension.** The District may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if the District grants such an extension, the District shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, the District shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

- 8.4 Assignment and Subcontracting.** The District and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to the District for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the

subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between the District and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, the District's remedies shall include, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement
  - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement
  - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant
  - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that the District would have paid Consultant pursuant to Section 2 if Consultant had completed the work

## **SECTION 9 - MISCELLANEOUS PROVISIONS**

- 9.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 9.2 Venue.** If either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the county in which the District is located.
- 9.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 9.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 9.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

- 9.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies, and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 9.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of the District or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any the District official in the work performed pursuant to this Agreement. No officer or employee of the District shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the District. If Consultant was an employee, agent, appointee, or official of the District in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code § 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the District for any sums paid to Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

As of the date of the Agreement, there are no actual or potential conflicts of interest that Consultant is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If Consultant becomes aware of any potential conflict of interest that arise after this disclosure, Consultant will disclose the detailed information in writing to the District in a timely manner.

The fee paid to Consultant increases the cost of investment to the District. The increased cost occurs from compensating Consultant for municipal advisory services provided.

Consultant does not act as principal in any of the transaction(s) related to this Agreement.

During the term of the municipal advisory relationship, this agreement will be promptly amended or supplemented to reflect any material changes in or additions to the terms or information within this agreement and the revised writing will be promptly delivered to the District.

- 9.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 9.9 **Contract Administration.** This Agreement shall be administered by the District Chief (“Contract Administrator”). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 9.10 **Notices.** Any written notice to Consultant shall be sent to:

Craig Hill, Managing Principal  
NHA Advisors, LLC  
4040 Civic Center Drive, Suite 200  
San Rafael, CA 94903

Any written notice to the District shall be sent to:

Paul Duncan, Fire Chief  
South Lake County Fire Protection District  
P.O. Box 1360  
Middletown, CA 95461

**9.11 Integration.** This Agreement, including the Scope of Services attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between the District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A: Scope of Services

Exhibit B: Compensation Schedule

**9.12 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT

NHA ADVISORS, LLC



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Paul Duncan, Fire Chief

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Craig Hill, Managing Principal

## EXHIBIT A

### SCOPE OF SERVICES GENERAL CONSULTING & MUNICIPAL ADVISORY SERVICES

The scope of work may include the following services:

#### **Task 1: General Consulting Services**

- ◆ General Financial Assistance
- ◆ Develop financial models for funding capital needs
- ◆ Review and respond to general inquiries and questions related to public finance
- ◆ Assist staff with reports or information items related to financing strategies or opportunities
- ◆ Assist in the preparation of staff reports and presentations for additional workshops
- ◆ Deliver presentation to staff, District Board and stakeholders

#### **Capital Needs Assessment and Financing Plan**

- ◆ Develop Financial Plan for identified capital projects
  - Financial model to include assumptions on:
    - Budget capacity
    - Term of financing
    - Interest Rate
    - District reserve fund interest rate (earnings)
- ◆ Create financial scenarios based on District budget capacity
- ◆ Create presentation materials and staff report materials for delivery to District Board

#### **Task 2: Financing**

- ◆ **Project Management**
  - Manage financing process, including assembly of the financing team and assignment of tasks for all parties involved in the financing.
  - Provide information and advice on the timing of the financing process and develop timeline (schedule) of tasks.
  - Upon request, work with District staff to solicit and select a registered broker-dealer (underwriter or placement agent), bond/disclosure counsel, trustee, or other consultants that are required as part of financing process. Provide recommendations and negotiate preferred terms and fees for said consultant(s).
- ◆ **Quantitative Analysis and Financial Structuring**
  - Evaluate and advise the District on the financing structure and method of sale, including the financing terms, call provisions, and covenants.
  - Analyze credit enhancement options (bond insurance and reserve surety bond policies).
  - Meetings or conference calls with credit enhancement or insurance companies to discuss the transaction, as necessary.

## ◆ Project Implementation

- Coordinate the efforts of bond counsel, disclosure counsel, and/or any other legal counsel to prepare the financing documents for approval by the District [Council/Board/etc.].
- Review and provide comments on financing documents to ensure consistency with the financing plan.
- Upon request, make presentations or attend meetings with the District [Council/Board/etc.] or stakeholders to answer questions about the financing and process.
- Work with selected financing partner or funding source to determine optimal bond structure, including serial/term bonds, premium/discount bonds, and redemption provisions.
- If a public offering method of sale is utilized:
  - Coordinate preparation of a comprehensive credit presentation to the rating services and bond insurance companies, if applicable.
  - Work with disclosure counsel to prepare, review, provide comments, and print the preliminary and final official statements.
  - If completed as a negotiated sale, monitor the underwriter's sales effort and assist the District with the negotiation of underwriting spreads and interest rates for the proposed financing.
  - If completed as a negotiated sale, monitor the underwriter's sales effort and assist the District with pricing negotiations.
  - If completed as a competitive sale, engage a nationally recognized firm to widely distribute the offering documents to potential investors and establish a bidding platform.
  - Assist with the solicitation of an investment advisor to coordinate investment of bond proceeds and/or accounts, as necessary.
- If a private placement method of sale is utilized:
  - Assist with the preparation of a credit package for potential investors.
  - If a placement agent has been engaged, oversee placement agent's solicitation process, assist with the selection of the financing provider, and assist with the negotiation of terms, as necessary.
  - If no placement agent has been engaged for a privately placed loan (non-municipal security), upon request, Consultant will solicit bids from potential investors and assist with the selection of the financing provider and negotiation of terms.
  - Manage bond or loan pricing and final financing structure (debt service and bond terms).
- Work with bond counsel to finalize documents for execution by the District.
- Prepare or coordinate preparation of a closing memorandum outlining a detailed flow of funds at the time of closing.

**EXHIBIT B**

**COMPENSATION SCHEDULE**

**Task 1: General Financial Consulting Services**

For work described in the Scope of Services as Task 1, Consultant will be compensated based on the rate schedule below<sup>(1)</sup>. The not-to-exceed budget for these services, without further approval from the District, shall be \$25,000.

<b>Fixed Fee</b>	<b>Fee</b>
Engagement/Administrative Setup (Contract, Insurance, etc.)	\$500

<b>Professional Services (Hourly)</b>	<b>2026 Rates<sup>(1)(2)</sup></b>
Principal	\$370
Director / Senior Vice President	\$345
Vice President	\$320
Assist. Vice President / Sr. Associate	\$295
Associate	\$270
Senior Analyst	\$235
Analyst	\$210
Administrative	\$135

- 1) Hourly rates will escalate by 3% annually each January 1st (rounded to the nearest five dollars based on the prior year's rounded amount).
- 2) Effective hourly rates shown in invoices may be reduced to incorporate non-billable time.

**Task 2: Financing**

For work described in the Scope of Services, compensation will be contingent on completion of the financing and is expected to be paid from proceeds of the transaction at the time of closing. The fee for these services is based on several factors, including the method of sale, financing structure, complexity, series of bonds, funding source, and the time expected to be required to manage the financing process.

**Base Municipal Advisory Services**

The transaction is expected to utilize one of the following methods of sale: (1) private placement with a private party or bank (requiring no public offering disclosure document), (2) negotiated public offering with a pre-selected underwriter, or (3) competitive public offering engaging an underwriter through a competitive sale. Based on the method of sale, Consultant will receive a fee for services as follows.

Method of Sale	Base Financing Fee
Private Placement	\$47,500
Public Offering – Negotiated Sale	\$52,500
Public Offering – Competitive Sale	\$57,500

**Additional Services**

***Credit Rating Process (as Needed)*** – For services related to a credit rating process, Consultant will receive an additional fee of \$10,000.

***In-Person Meetings (Upon Request)*** – Consultant will be available to attend virtual meetings and conference calls at no additional cost but will be reimbursed \$1,500 (per attendee) for travel time and expenses for each in-person meeting.

***Request for Proposals (Upon Request)*** – If the District has not engaged consultants to provide certain services required as part of financing process, at the District’s direction, Consultant will undertake the solicitation of one or more of these parties for the fees outlined in the following rate table.

Request for Proposal Process	Fee
Broker-Dealer (Underwriter/Placement Agent)	\$7,500
Bond/Disclosure Counsel	\$2,500
Trustee	\$1,000

**Expenses**

Out-of-pocket expenses will be billed at cost plus a 15% markup for payment and processing (including sub-consultant invoices). Expenses will be limited to those necessary for completion of the project, including a \$500 technology licensing and subscription fee for access to TM3, Munex, and other necessary applications and data.

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

3  
4 **RESOLUTION NO. 2025-26 21**

5  
6 **A RESOLUTION ESTABLISHING AND APPROPRIATING**  
7 **OVER-REALIZED / UNANTICIPATED REVENUES**  
8 **FROM GRANT AGREEMENT 7FG25110**  
9

10  
11 **WHEREAS, GOVERNMENT CODE 29125**, provides that transfers and revisions  
12 between funds may be available for specific appropriation by a four-fifths vote of the Board at a  
13 noticed public hearing held as part of any regular or special meeting of which all members have  
14 had reasonable notice; and,  
15

16 **WHEREAS**, South Lake County Fire Protection District accepted at its October 21, 2025  
17 regular meeting Grant Agreement 7FG25110 with State of California Department of Forestry  
18 and Fire Protection, Volunteer Fire Capacity Project to rural areas in upgrading their capability  
19 to organize, train, and equip local forces for fire protection; and,  
20

21 **WHEREAS**, the award amount of the Grant Agreement 7FG25110 is not to exceed  
22 \$15,800.  
23

24 **NOW, THEREFORE, BE IT RESOLVED AND DIRECTED THAT** the South Lake  
25 County Fire Protection District Board of Directors directs the County Auditor-Controller to  
26 increase the budget according to the following:  
27

28 Increase 357-9557-453.54-90 State Other \$15,800

29 Increase 357-9557-795.11-00 Clothing & Personal Supplies \$15,800  
30

31 **THIS RESOLUTION** was introduced and adopted by the Board of Directors of the South  
32 Lake County Fire Protection District at a regular meeting held on the 21<sup>st</sup> day of April, 2026 by  
33 the following vote:  
34

35 AYES:

36 NOES:

37 ABSENT OR NOT VOTING:  
38

39 BY:

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT  
STEPHANIE CLINE, President, Board of Directors

40  
41  
42 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**

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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**Tuesday, March 17, 2026, 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 the following items:

1. *President Cline called meeting to order at 7:00pm*
2. *President Cline led the Pledge of Allegiance*
3. *Present: Directors Madelyn Martinelli, Rob Bostock, Matthew Stephenson Vice President Jim Comisky and President Stephanie Cline. Also, present Chief Matt Ryan, Chief Paul Duncan, Battalion Chief Joshua Lau, Board Clerk Gloria Fong and Office Tech Karin Collett.*
4. **STEPHENSON / BOSTOCK MOTION** to approve agenda **AYES:** Bostock, Martinelli, Cline, Stephenson, Comisky. **NOES:** none. **ABSENT:** None. **MOTIONED CARRIED.**
5. 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 today's agenda. The total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board. *None.*
6. Communications:
  - 6.a. Fire Sirens - *no report*
  - 6.b. Fire Safe Council – *Meeting summary attached to agenda.*
  - 6.c. Volunteer Association – *Association President Todd Fenk thanked board and chiefs for their support. New recruits are getting close to halfway through the academy. The paid staff has been doing a great job supporting the PCF program. Open house April 25<sup>th</sup> and dinner June 27<sup>th</sup>.*
  - 6.d. Chief's Report – *In addition to the report attached to agenda, Chief reports community siren service starting tomorrow through Friday.*
  - 6.e. Finance Report – *Staff Services Analyst Gloria Fong reports reimbursement request on AFG grant is on hold until the Federal budget is approved and mentioned discussion took place at the March 3<sup>rd</sup> Board of Supervisors meeting about the back charges. For South Lake, approximately \$84,000 take back in 3 annual installments.*
  - 6.f. Directors' activities report
    - Martinelli - Nothing to report.*
    - Bostock - Nothing to report.*
    - Comisky – He has been working with Congressman Thompson's office trying to get funding for Hidden Valley fire station construction cost.*

Stephenson - *Nothing to report.*

Cline - *Nothing to report.*

7. Regular Items:

- 7.a. PUBLIC HEARING: Consider and adopt Resolution No. 2025-26-18, A Resolution of the Board of Directors of the South Lake County Fire Protection District Making Findings and Requesting the County of Lake to Implement Fire Mitigation Fees with the Automatic Inflation Pursuant to the Lake County Fire Mitigation Fee Ordinance for FY 2026-2027. Placed on the agenda at the Staff Services Analyst (SSA) Gloria Fong.

**COMISKY/MARTINELLI MOTION** to approve 7a as written.

*AYES: Bostock, Cline, Martinelli, Stephenson, Comisky. NOES: None. ABSENT: None. MOTIONED CARRIED.*

- 7.b. PUBLIC HEARING: Consider and adopt Resolution No. 2025-26-19, A Resolution Imposing and Levying Special Tax, Adjusting Ordinance No. 2018-19-01 Cost Per Unit for Fiscal Year 2026-2027. Placed on the agenda by the SSA Gloria Fong.

*The Board heard concerns from citizens.*

*Chief Paul Duncan reached out to legal, who has advised there is not a way to exempt a nonprofit.*

**COMISKY/STEPHENSON MOTION** to approve 7B as written.

*AYES: Bostock, Cline, Stephenson, Comisky. NOES: Martinelli. ABSENT: None. MOTIONED CARRIED.*

- 7.c. Consider and approve Kiley & Associates proposal to deliver a comprehensive federal advocacy and grants support program for the South Lake County Fire Protection District. Placed on the agenda by Director Jim Comisky.

*Kiley & Associates helped earlier this year with \$500,000 for the water tender and are working right now for \$2 million for the new fire station.*

**COMISKY/BOSTOCK MOTION** to approve 7c at a \$3,000 level with the option to cancel after 30 days.

*AYES: Bostock, Cline, Stephenson, Martinelli, Comisky. NOES: none. ABSENT: None. MOTIONED CARRIED.*

- 7.d. Consider and approve participation in the April Child Abuse Prevention Month, Children's Memorial Flag. Placed on the agenda by Battalion Chief Joshua Lau.

**MARTINELLI/BOSTOCK MOTION** to approve 7d as written.

*AYES: Bostock, Cline, Stephenson, Martinelli, Comisky. NOES: none. MOTIONED CARRIED.*

- 7.e. Consider and approve participation (Collection 2 of 4, \$37,881 for Calendar Year 2026) in State Department of Health Care Services Public Provider Intergovernmental Transfer Program for Ground Emergency Medical Transportation Services (PP-GEMT IGT) and authorize Chief to execute Certification Form, and approve Resolution No. 2025-26-20, A Resolution Canceling Reserves for Participation in PP-GEMT IGT. Placed on the agenda by SSA Gloria Fong

**MARTINELLI/COMISKY MOTION** to approve 7e as written.

AYES: Bostock, Cline, Stephenson, Martinelli Comisky. NOES: none. ABSENT: None. **MOTIONED CARRIED.**

- 7.f. Consider and adopt Resolution No. 2025-26-10, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues of \$110,183 for the Gifford fire. Placed on the agenda by SSA Gloria Fong.

*This was on the January agenda but needs to be reapproved because it did not have four-fifths vote.*

**BOSTOCK/MARTINELLI MOTION** to approve 7f as written.

AYES: Bostock, Cline, Stephenson, Martinelli, Comisky. NOES: none. ABSENT: None. **MOTIONED CARRIED.**

- 7.g. Consider and approve the ArchiLOGIX with consultants FEMA Dry Floodproofing Add Service of \$125,475 for the New Hidden Valley Lake Fire Station. Placed on the agenda by Chief Paul Duncan.

*Contesting the FEMA map needs hydraulics tests that could cost upwards of \$400,000 and FEMA can take up to 12 months to approve the work. The other option is to flood proof the station.*

**STEPHENSON/MARTINELLI MOTION** to approve 7g as written.

AYES: Bostock, Cline, Stephenson, Martinelli, Comisky. NOES: none. ABSENT: None. **MOTIONED CARRIED.**

- 7.h. Board President Appointment of Committee Members to Ad Hoc Revenue Committee to review Measure L special tax questions, along with researching and reporting back to the Board on future District revenue funding.

*Establishing a committee would allow us to identify revenue sources and seek other revenue, such as agreements with Napa County out with Geysers on Sonoma side.*

*President Cline appointed herself and Director Bostock to the committee.*

8. 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.)

8.a. February 17, 2026 – Adjourned Meeting Minutes

8.b. February 24, 2026 – Special Meeting Minutes

8.c. Warrants – March

8.d. Budget Transfers

*One correction to warrant list is amount for Janell Rivera, which is \$1,500 instead of \$750, additions to US Bank check of \$26.94 Safeway and \$307.58 Costco credit card charges and removal of \$1,881.96 Peterson credit card charge and \$752.19 Peterson credit. With correction, additions, and removals, new total is \$272,275.70. Beginning warrant # is 11976 and ending is 12007.*

**COMISKY/BOSTOCK MOTION** to approve as amended. AYES: Bostock, Cline, Stephenson, Martinelli, Comisky. NOES: none. ABSENT: None. **MOTIONED CARRIED.**

9. **MARTINELLI/COMISKY MOTION** to adjourn meeting at 7:55 pm. All members in attendance are in favor of adjournment.

Respectfully submitted by  
Karin Collett, Office Technician

READ AND APPROVED by  
Stephanie Cline  
President, Board of Directors

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

Detail Report by Vendor, Invoice  
 Run Date: 04/17/2026 04:37:04pm By: GF

Selection Criteria:  
 Include Inv Batch No: SLCF 04/24/2026

Report Template:  
 AP Invoice Report  
 C:\Apps\Lsladmin\Wincams\Lslfiles\Report\Criteria\AP Invoice Report.rst

Check No	Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
12008	ACTION SANITARY	542219	04/01/2026	PORTABLE TOILET, SINK TRAILER	357-9557-795-14-00-60	193.05
12008	ACTION SANITARY	542447	03/30/2026	PORTABLE TOILET SERVICE	357-9557-795-14-00-60	80.00
12009	ANDREW MUNCH	2	03/15/2026	STATION CLEANING	357-9557-795-18-00-60	250.00
12010	ARCHILOGIX	ALX93320	03/31/2026	ARCHITECTURAL SVCS 03/31/26	357-9557-795-63-13-63	6,794.50 FEMA DRY FLOODPROOFING
12011	AT AND T	24952881	03/13/2026	STA 64 TELEPHONE CHGS	357-9557-795-30-00-T4	31.91
12011	AT AND T	24952881	03/13/2026	STA 62 TELEPHONE CHGS	357-9557-795-30-00-T2	66.31
12011	AT AND T	24952881	03/13/2026	STA 63 TELEPHONE CHGS	357-9557-795-30-00-T3	66.32
12011	AT AND T	24952881	03/13/2026	STA 60 TELEPHONE CHGS	357-9557-795-30-00-T0	216.20
12011	AT AND T	24952881	03/13/2026	FS TELEPHONE CHGS	357-9557-795-30-00-TF	30.34
12011	AT AND T	25102547	04/13/2026	STA 64 TELEPHONE CHGS	357-9557-795-30-00-T4	31.91
12011	AT AND T	25102547	04/13/2026	STA 62 TELEPHONE CHGS	357-9557-795-30-00-T2	66.33
12011	AT AND T	25102547	04/13/2026	STA 63 TELEPHONE CHGS	357-9557-795-30-00-T3	66.34
12011	AT AND T	25102547	04/13/2026	STA 60 TELEPHONE CHGS	357-9557-795-30-00-T0	215.72
12011	AT AND T	25102547	04/13/2026	FS TELEPHONE CHGS	357-9557-795-30-00-TF	30.37
12012	BARBARA HORST	HORSTAPR2026	04/10/2026	OPEB REIMBURSEMENT	357-9557-795-03-30-R	754.11
12013	BYRON E MADOLE	INV0004	03/31/2026	EX6021 REPAIR & SEPPI (21 HRS)	357-9557-795-17-00-60	1,113.00
12013	BYRON E MADOLE	INV0004	03/31/2026	FUEL REDUCTION MIDDLETOWN RANCHERIA	357-9557-795-28-30-60	2,994.50
12013	BYRON E MADOLE	INV0004	03/31/2026	FUEL REDUCTION GEYERS (67HR)	357-9557-795-28-30-60	3,551.00
12013	BYRON E MADOLE	INV0004	03/31/2026	STA 60 CONSTRUCT PAD (17.5HR)	357-9557-795-18-00-60	927.50
12014	CALLAYOMI CO WATER DISTRICT	80 033126	04/07/2026	WATER USAGE	357-9557-795-30-00-W0	708.13
12014	CALLAYOMI CO WATER DISTRICT	81 033126	04/07/2026	WATER USAGE	357-9557-795-30-00-WF	52.64
12015	CASCADE FIRE EQUIPMENT COMPANY	INV23909	03/31/2026	FIRE HOSE REPLACEMENT	357-9557-795-28-30-60	875.83
12016	CASCADE SOFTWARE SYSTEMS	INV17612	04/01/2026	ACCTG SFTWR CLOUD HOST MB 04/01/26	357-9557-795-28-30-60	190.00
12017	COUNTY OF LAKE SOLID WASTE	257 033126	03/31/2026	GARBAGE DISPOSAL	357-9557-795-30-00-GF	51.88
12018	DAVE MUNCH	MUNCH031626	03/16/2026	REIMB DMV CLASS B MEDICAL EXAM	357-9557-795-28-30-P	143.00
12019	DENNIS DAVID MAHONEY	176	03/29/2026	LANDSCAPE SERVICE	357-9557-795-18-00-60	480.00
12020	DEPARTMENT OF FORESTRY AND FIRE PRO	176816	02/24/2026	Q1 (SCH A) FY 2025-26	357-9557-795-23-80-CF	900,030.87
12021	DEPARTMENT OF MOTOR VEHICLES	FY6Z52	03/31/2026	OHV REGISTRATION RENEWAL U6081	357-9557-795-28-30-60	54.00
12022	FARWEST LEAVITT INSURANCE	345 031326	04/09/2026	AUTO ADDN 2026 TESLA EFF 03/13/26	357-9557-795-15-10-60	165.00
12023	FRMS	FRMS00681	04/16/2026	WORKERS COMPENSATION FY 24-25	357-9557-795-04-00-SB	24,131.00
12024	HANSEL FORD LINCOLN	427336	03/18/2026	VEHICLE REPAIR M6311	357-9557-795-28-48-63	943.89
12025	INFOAGE GOVERNMENT INC	2600201	04/06/2026	FEEMASTER SUBSCR YB 04/17/26	357-9557-795-28-30-60	750.00
12026	INTL BOARD OF CREDENTIALING	303183	04/16/2026	AUTISM TRAINING (35)	357-9557-795-28-30-T	2,625.00
12027	JANELL RIVERA	6	04/05/2026	EMS CONSULTANT MAR 2026	357-9557-795-23-80-AB	1,500.00
12028	JERI-CO GARAGE DOORS & OPERATORS	21227	04/03/2026	APP BAY DOOR REPAIR STA 60	357-9557-795-18-00-60	3,555.00
12029	LIFE ASSIST INC	95461FPD 033126	03/20/2026	EMS SUPPLIES ORDER 53263792-1	357-9557-795-19-40-MS	1,753.83
12029	LIFE ASSIST INC	95461FPD 033126	03/20/2026	EMS SUPPLIES ORDER 53263974-1	357-9557-795-19-40-MS	108.32

Check No	Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
12029	LIFE ASSIST INC	95461FPD 033126	03/20/2026	EMS SUPPLIES ORDER 04262144-1 REF INV 2063587	357-9557-795-19-40-MS	-737.10
12030	MADELYN MARTINELLI	MARTINELLI041526	04/15/2026	REIMB MIL PPGEMTIGT WIRE TRNF	357-9557-795-29-50-B	40.60
12031	PAUL DIZON-ARAGON	DIZONARAGON03242	03/24/2026	REIMB DR OP 1B CLASS FEE	357-9557-795-28-30-T	300.00
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS STA 62 (2097.8693KWH)	357-9557-795-30-00-E2	810.12
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS FS (855.0480KWH)	357-9557-795-30-00-EF	347.90
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS STA 64 (484.0355KWH)	357-9557-795-30-00-E4	208.76
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS STA 60 (3839.6000KWH)	357-9557-795-30-00-E0	1,566.15
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS STA 63 (1621.7960KWH)	357-9557-795-30-00-E3	630.39
12032	PG AND E	699137074150323	03/24/2026	ELECTRIC CHGS STA 60 LOAN PROGRAM CHARGE	357-9557-795-30-00-E0	339.44
12033	PROFESSIONAL SALES AND SERVICE	35600	04/13/2026	INVERTER REPL M6311	357-9557-795-28-48-63	2,391.00
12033	PROFESSIONAL SALES AND SERVICE	35653	04/14/2026	INVERTER PART REPL ON M6311	357-9557-795-28-48-63	195.00
12034	RAINBOW AG	301282 033126	03/31/2026	STA 62 CHAINSAW PARTS	357-9557-795-27-00-60	261.07
12034	RAINBOW AG	301282 033126	03/31/2026	CHAINSAW SN198021201	357-9557-795-28-30-63	1,898.31
12034	RAINBOW AG	301282 033126	03/31/2026	CHAINSAW SN197322820	357-9557-795-28-30-62	1,898.32
12035	SELMAN AND COMPANY	LB4096 20260401	04/01/2026	GROUP LIFE FOR PCFS	357-9557-795-03-30-G	133.12
12036	SKILES AND ASSOCIATES INC	600	04/10/2026	HVL STATION CONSULTANT	357-9557-795-63-13-63	1,907.60
12037	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE033126 8999	03/31/2026	PAYROLL	357-9557-795-09-00-00	28,419.92
12038	US BANK			VARIOUS (SEE ATTACHED)		35,160.66
12039	WEST SHORE SERVICES, INC	34486	03/23/2026	WARNING SIREN ANNUAL INSP STA 60	357-9557-795-17-00-60	1,390.34
12039	WEST SHORE SERVICES, INC	34486	03/23/2026	WARNING SIREN ANNUAL INSP ANDER SPRINGS	357-9557-795-17-00-60	1,390.35
12039	WEST SHORE SERVICES, INC	34486	03/23/2026	WARNING SIREN ANNUAL INSP STA 62	357-9557-795-17-00-62	1,575.35
12039	WEST SHORE SERVICES, INC	34486	03/23/2026	WARNING SIREN ANNUAL INSP STA 64	357-9557-795-17-00-63	1,390.35
12039	WEST SHORE SERVICES, INC	34509	03/27/2026	WARNING SIREN CONTRACTOR BOX	357-9557-795-17-00-62	1,132.40
12040	WILL CLARK	CLARK032026	03/20/2026	REIMB INSTRUCTOR CERTIFCATION	357-9557-795-28-30-T	1,127.95
12041	WILLIAM L ADAMS PC	850	04/03/2026	LEGAL EXPENSE ME 03/31/26	357-9557-795-23-80-SP	1,190.00
12042	WITTMAN ENTERPRISES	202601C1858	03/18/2026	AMBULANCE BILLING JAN 2026	357-9557-795-23-80-AB	3,114.92
12043	U.S.BANK			VARIOUS (SEE ATTACHED)		35,554.71
				=TOTAL WARRANTS		1,079,235.43
	REIMB BEAR FLAG TOWING			EXPENDITURE REDUCTION	357-9557-795-17-00-63	-900.00
				=TOTAL EXPENDITURES		1,078,335.43

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
12038	MI RANCHITO MARK WEST	17	03/05/2026	MEALS ACADEMY INSTRUCTORS	357-9557-795-28-30-TB	130.14 CAL FIRE TRAINING BUREAU
12038	LOCKSMITH KEYLESS	173799	03/19/2026	LOCK OUT KIT (2) B602, D1403	357-9557-795-28-30-60	707.31
12038	SOURDOUGH AND CO	260309012	03/09/2026	MEALS ACADEMY INSTRUCTORS	357-9557-795-28-30-TB	179.20 CAL FIRE TRAINING BUREAU
12038	BEAR FLAG TOWING	2608854	03/17/2026	TOW TO HANSEL M6311	357-9557-795-17-00-63	900.00
12038	BRANDON SKINNER	415	03/18/2026	CHARGER INSTL (TESLA)	357-9557-795-18-00-60	450.00
12038	SAFEWAY-SANTA ROSA	470516465940	02/27/2026	FOOD ITEM LEADERSHIP CLASS	357-9557-795-28-30-TB	36.99 CAL FIRE TRAINING BUREAU
12038	FREEDOM AND GLORY	CS291786	03/17/2026	FLAG REPL BOARD ROOM (BAL)	357-9557-795-28-30-60	440.25
12038	LN CURTIS AND SONS	INV1047264	03/11/2026	FIRE SHELTER (36)	357-9557-795-11-00-P	22,625.46 7FG25110
12038	LN CURTIS AND SONS	INV1048619	03/16/2026	WILDLAND COAT (18)	357-9557-795-11-00-P	8,088.80 7FG25110
12038	SPACE EXPLORATION TECHNOLOGIES CORP	ME 041826	03/18/2026	MOBILE INTERNET ME 04/18/26	357-9557-795-12-00-60	265.00
12038	TESLA	ORD110267	03/19/2026	2026 TESLA PROTECTIVE ACCESSORIES	357-9557-795-17-00-60	969.73
12038	PETERSON	PC001926315	03/17/2026	VEHICLE MAINTENANCE SUPPLIES	357-9557-795-17-00-60	223.79
12038	PETERSON	PC060202106	06/14/2026	VEHICLE MAINTENANCE SUPPLIES	357-9557-795-17-00-60	93.60
12038	VISTAPRINT	VPCOTWR7SP	03/19/2026	BUSINESS CARD SLCF (500)	357-9557-795-22-70-60	50.39
					=CK AMOUNT	35,160.66
12043	OPPERMAN & SON INC	01P89276	03/23/2026	VEHICLE REPAIR PARTS	357-9557-795-17-00-60	1,417.09
12043	JAMF SOFTWARE LLC	101341780	04/09/2026	DEVICE MGMT SOFTWARE ME 05/09/26	357-9557-795-28-30-60	92.00
12043	MATHESON TRI GAS INC	12299 033126	03/31/2026	MEDICAL OXYGEN	357-9557-795-19-40-O	1,086.30
12043	ARMED FORCE PEST CONTROL	127440	03/11/2026	PEST CONTROL	357-9557-795-18-00-60	90.00
12043	ARMED FORCE PEST CONTROL	127509	03/12/2026	PEST CONTROL	357-9557-795-18-00-62	80.00
12043	ARMED FORCE PEST CONTROL	128337	03/30/2026	WEED ERADICATION BI-ANNUAL SPRAYING	357-9557-795-18-00-60	853.86
12043	ARMED FORCE PEST CONTROL	128423	04/01/2026	PEST CONTROL	357-9557-795-18-00-60	125.00
12043	ARMED FORCE PEST CONTROL	128429	04/01/2026	PEST CONTROL	357-9557-795-18-00-60	90.00
12043	ARMED FORCE PEST CONTROL	128541	04/03/2026	PEST CONTROL	357-9557-795-18-00-63	20.00
12043	ARMED FORCE PEST CONTROL	128877	04/09/2026	PEST CONTROL	357-9557-795-18-00-63	90.00
12043	ARMED FORCE PEST CONTROL	129221	04/16/2026	PEST CONTROL	357-9557-795-18-00-62	80.00
12043	US POSTAL SERVICE	1360	04/07/2026	BOX RENEWAL	357-9557-795-22-71-60	332.00
12043	HOME DEPOT	13795240619	04/02/2026	METAL SHELVING	357-9557-795-28-30-PB	483.43 CAL FIRE PREVENTION BUDGET
12043	ICE WATER CO	143681	03/26/2026	HYDRATION FOR STATIONS	357-9557-795-13-00-60	79.00
12043	BOBS VACUUMS & JANITORIAL	15563	03/23/2026	CLEANING SUPPLIES	357-9557-795-14-00-60	519.99
12043	LAKE COUNTY WASTE SOLUTIONS	177648262U033	04/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G2	141.85
12043	LAKE COUNTY WASTE SOLUTIONS	177648272U033	04/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G0	206.27
12043	LAKE COUNTY WASTE SOLUTIONS	177648301U033	04/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G3	82.51
12043	AW EQUIPMENT REPAIR INC	1821	03/23/2026	VEHICLE 90 DAY SERVICE WT6011	357-9557-795-17-00-60	225.00
12043	AW EQUIPMENT REPAIR INC	1822	03/23/2026	VEHICLE 90 DAY SERVICE E6011	357-9557-795-17-00-60	150.00
12043	AW EQUIPMENT REPAIR INC	1823	03/23/2026	VEHICLE 90 DAY SERVICE R6031	357-9557-795-17-00-60	150.00
12043	AW EQUIPMENT REPAIR INC	1824	03/23/2026	VEHICLE 90 DAY SERVICE OES359	357-9557-795-17-00-60	150.00
12043	AW EQUIPMENT REPAIR INC	1828	03/26/2026	VEHICLE REPAIR E6421	357-9557-795-17-00-64	487.50
12043	AW EQUIPMENT REPAIR INC	1829	03/23/2026	VEHICLE REPAIR T6011 TRLR	357-9557-795-17-00-60	1,200.00
12043	AW EQUIPMENT REPAIR INC	1837	04/07/2026	VEHICLE 90 DAY SERVICE, REPR WT6211	357-9557-795-17-00-62	825.00
12043	AW EQUIPMENT REPAIR INC	1838	04/08/2026	VEHICLE 90 DAY SERVICE E6321	357-9557-795-17-00-63	150.00
12043	AW EQUIPMENT REPAIR INC	1840	04/06/2026	VEHICLE REPAIR U6022	357-9557-795-17-00-60	2,550.00
12043	AW EQUIPMENT REPAIR INC	1845	04/15/2026	VEHICLE REPAIR E6011	357-9557-795-17-00-60	337.50
12043	AW EQUIPMENT REPAIR INC	1846	04/15/2026	VEHICLE REPAIR WT6211	357-9557-795-17-00-62	262.50
12043	HARDESTERS	191590 033126	03/31/2026	STA 60 WOMENS BATHROOM REPAIR	357-9557-795-18-00-60	96.46
12043	HARDESTERS	191590 033126	03/31/2026	STA 60 HOUSEHOLD SUPPLY	357-9557-795-14-00-60	8.14
12043	HARDESTERS	191590 033126	03/31/2026	STA 62 YARD TOOLS	357-9557-795-27-00-62	100.77
12043	HARDESTERS	191590 033126	03/31/2026	STA 60 WHEEL BARROW TIRE REPL	357-9557-795-27-00-60	77.20
12043	HARDESTERS	191590 033126	03/31/2026	STA 63 STATION REPAIR	357-9557-795-18-00-63	35.56
12043	HARDESTERS	191590 033126	03/31/2026	STA 63 COOKING PROPANE	357-9557-795-14-00-63	70.75
12043	HARDESTERS	191590 033126	03/31/2026	STA 62 CHAINSAW FUEL	357-9557-795-27-00-62	107.24

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total Req No / Descr 2
12043	LAKE PARTS INC	19588 033126	03/31/2026	E6031 AIR ISSUE PART	357-9557-795-17-00-60	17.55
12043	LAKE PARTS INC	19588 033126	03/31/2026	EX6021 SEALANT	357-9557-795-17-00-60	128.38
12043	LAKE PARTS INC	19588 033126	03/31/2026	U6022 CORE RETURN (INV177591)	357-9557-795-17-00-60	-36.00
12043	LAKE PARTS INC	19588 033126	03/31/2026	E6421 BATTERY REPL (3)	357-9557-795-17-00-64	589.95
12043	LAKE PARTS INC	19588 033126	03/31/2026	T6011 HUB OIL	357-9557-795-17-00-60	42.38
12043	EUREKA OXYGEN CO	20186900 041026	04/10/2026	FIRE EXTINGUISHER ANNUAL SERIVCE STA 60	357-9557-795-17-00-60	600.48
12043	EUREKA OXYGEN CO	20186900 041026	04/10/2026	FIRE EXTINGUISHER ANNUAL SERIVCE STA 62	357-9557-795-17-00-62	471.37
12043	EUREKA OXYGEN CO	20186900 041026	04/10/2026	FIRE EXTINGUISHER ANNUAL SERIVCE STA 63	357-9557-795-17-00-63	223.00
12043	EUREKA OXYGEN CO	20186900 041026	04/10/2026	FIRE EXTINGUISHER ANNUAL SERIVCE STA 64	357-9557-795-17-00-64	111.00
12043	BACKROAD HAULING LLC	281	04/09/2026	HELOPOD TRANSPORT	357-9557-795-29-50-B	420.00
12043	AMAZON	2881043	04/14/2026	NFPA GUIDE	357-9557-795-28-30-PB	195.19 CAL FIRE PREVENTION BUDGET
12043	MEDIACOM	30098349 043026	03/21/2026	INTERNET SVC	357-9557-795-12-00-64	99.99
12043	MEDIACOM	30128147 041626	03/07/2026	INTERNET SVC	357-9557-795-12-00-63	116.08
12043	MEDIACOM	30165883 042626	03/17/2026	INTERNET SVC	357-9557-795-12-00-62	116.08
12043	MEDIACOM	30173705 042626	03/17/2026	INTERNET SVC	357-9557-795-12-00-60	129.99
12043	PETERSON	313249R	04/06/2026	VEHICLE REPAIR PARTS	357-9557-795-17-00-60	1,109.39
12043	LEES SPORTING GOODS	3263	03/23/2026	DECAL APPLICATION NOMEX JACKETS	357-9557-795-11-00-P	1,045.67
12043	AMAZON	3606654	04/09/2026	ELECTRONIC DEVICES	357-9557-795-28-30-PB	1,990.97 CAL FIRE PREVENTION BUDGET
12043	TESLA INC	36396502	04/13/2026	CONNECTIVITY SUBSCR YB 04/13/26	357-9557-795-28-30-60	99.00
12043	WALMART	3847	03/23/2026	BATH TOWELS	357-9557-795-14-00-60	97.44
12043	WAYFAIR INC	4246951866	04/01/2026	ARMOIRE	357-9557-795-28-30-PB	836.53 CAL FIRE PREVENTION BUDGET
12043	ZOLL MEDICAL CORPORATION	4456361	03/20/2026	EMS SUPPLIES	357-9557-795-19-40-MS	70.79
12043	QUILL LLC	48513998	04/10/2026	COPYING AND PRINTING SUPPLIES	357-9557-795-22-70-60	384.96
12043	HIDDEN VALLEY LAKE CSD	50050000 033126	03/31/2026	WATER/SEWER	357-9557-795-30-00-W3	229.23
12043	FERRELLGAS	5010054702	03/26/2026	PROPANE FILL	357-9557-795-30-00-P0	393.68
12043	PIZZA FACTORY	6	03/25/2026	MEALS SOLANO WILDLAND INSTRUCTORS	357-9557-795-28-30-TB	237.55 CAL FIRE TRAINING BUREAU
12043	VERIZON WIRELESS	6139609179	03/26/2026	CELLULAR SVC ME 04/26/26	357-9557-795-12-00-62	1,980.78
12043	AMAZON	6522665	04/09/2026	TABLET DEVICE (4)	357-9557-795-28-30-PB	2,140.72 CAL FIRE PREVENTION BUDGET
12043	WALMART	74416007	04/13/2026	SMART TV FOR IAMRESPOND PROGRAM (4)	357-9557-795-38-00-60	630.91
12043	STERICYCLE INC	8013796200	03/20/2026	MEDICAL WASTE MB 04/01/26	357-9557-795-19-40-MW	109.38
12043	US POSTAL SERVICE	841	03/26/2026	PROOF OF MAILING	357-9557-795-22-71-60	10.77
12043	AMAZON	8655462	04/09/2026	NFPA GUIDE	357-9557-795-28-30-PB	390.38 CAL FIRE PREVENTION BUDGET
12043	ZOLL MEDICAL CORPORATION	91004582	03/14/2026	HEART MONITOR, AUTOPULSE, AED	357-9557-795-28-48-60	5,076.87
12043	GRAINGER	9852299230	03/23/2026	COFFEE MAKER (2-BREWER) REPL	357-9557-795-22-70-60	570.39
12043	STREAMLINE SOFTWARE INC	D933AAE6-0043	04/01/2026	WEBSITE HOSTING MB 04//01/26	357-9557-795-28-30-60	524.30
12043	STREAMLINE SOFTWARE INC	D933AAE6-0044	04/01/2026	DOCACCESS MB 04/01/26	357-9557-795-28-30-60	400.00
12043	ZOOM VIDEO COMMUNICATIONS INC	INV349493623	04/11/2026	BOARD MTG REMOTE ACS ME 05/10/26	357-9557-795-23-80-SP	16.99
12043	SPACE EXPLORATION TECHNOLOGIES CORP	ME 051826	04/18/2026	MOBILE INTERNET ME 05/18/26	357-9557-795-12-00-60	265.00
12043	TOTAL SAFETY SUPPLIES AND SOLUTIONS	S5706718	03/26/2026	GAS MONITOR CYLINDER (2)	357-9557-795-28-30-62	431.46
12043	TOTAL SAFETY SUPPLIES AND SOLUTIONS	S5771347	04/15/2026	GAS MONITOR CYLINDER (2)	357-9557-795-28-30-62	433.19
				=CK AMOUNT		35,554.71

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

	Orig Budget	Adj Budget	Expenditures	Unencumbered Balance	% Committed	Pending Exp
795 (Budget Exp Acct) Accts Payable						
01-11 Salaries & Wages-Permanent	6,300.00	6,300.00	5,000.00	1,300.00	79.37	0.00
01-12 Salaries & Wages-Temporary	150,000.00	271,632.00	220,250.01	51,381.99	81.08	0.00
01-13 Salaries & Wages-Overtime	36,000.00	96,000.00	95,655.84	344.16	99.64	0.00
02-21 FICA/Medicare-Employr Share	14,800.00	26,800.00	24,893.54	1,906.46	92.89	0.00
03-30 Insurance	35,595.00	31,595.00	15,401.11	16,193.89	48.75	887.23
03-31 Unemployment Insurance	3,900.00	3,900.00	2,084.14	1,815.86	53.44	0.00
04-00 Workers Compensation	57,656.00	57,656.00	29,164.00	28,492.00	50.58	24,131.00
09-00 Payroll Clearing	0.00	0.00	46,022.58	-46,022.58	N/A	28,419.92
11-00 Clothing & Personal Supplies	30,035.00	85,035.00	56,013.31	29,021.69	65.87	31,759.93
12-00 Communications	30,000.00	25,000.00	23,240.83	1,759.17	92.96	2,972.92
13-00 Food	5,335.00	10,335.00	9,324.51	1,010.49	90.22	79.00
14-00 Household Expense	15,750.00	23,750.00	15,794.80	7,955.20	66.50	969.37
15-10 Insurance-Other	120,000.00	120,000.00	114,589.66	5,410.34	95.49	165.00
17-00 Maintenance-Equipment	111,585.00	161,585.00	146,337.46	15,247.54	90.56	20,441.00
18-00 Maint-Bldgs & Imprvmts	129,136.00	129,136.00	77,142.50	51,993.50	59.74	7,223.38
19-40 Medical Expense	70,500.00	85,500.00	74,768.05	10,731.95	87.45	2,391.52
20-00 Memberships	1,983.00	6,983.00	5,965.00	1,018.00	85.42	0.00
22-70 Office Supplies	5,000.00	5,000.00	2,521.22	2,478.78	50.42	1,005.74
22-71 Postage	2,800.00	2,800.00	1,266.09	1,533.91	45.22	342.77
23-80 Professional, Specialized Svc	5,151,923.00	4,946,052.00	902,964.89	4,043,087.11	18.26	905,852.78
24-00 Publications & Legal Ntcs	1,155.00	1,155.00	259.58	895.42	22.47	0.00
27-00 Small Tools & Instruments	3,675.00	3,675.00	905.34	2,769.66	24.64	546.28
28-30 Special Dept Supp & Svcs	314,929.00	314,929.00	144,277.65	170,651.35	45.81	26,156.52
28-48 Special Dept Ambulance Exp	152,797.00	486,671.00	427,751.96	58,919.04	87.89	8,606.76
29-50 Transportation & Travel	20,500.00	20,500.00	9,076.23	11,423.77	44.27	460.60
30-00 Utilities	106,661.00	106,661.00	75,342.40	31,318.60	70.64	6,590.70
38-00 Inventory Items	28,575.00	28,575.00	11,814.53	16,760.47	41.35	630.91
48-00 Taxes & Assessments	210.00	210.00	132.69	77.31	63.19	0.00
61-60 Bldgs & Imprv	0.00	65,000.00	4,492.08	60,507.92	6.91	0.00
62-72 Autos & Light Trucks	0.00	60,000.00	56,972.31	3,027.69	94.95	0.00
62-74 Cap FA-Eqt Other	0.00	2,217,020.00	1,959,158.42	257,861.58	88.37	0.00
62-79 Pr Yr	0.00	0.00	0.00	0.00	N/A	0.00
63-13 Construction in Progress	0.00	160,000.00	42,058.64	117,941.36	26.29	8,702.10
90-91 Contingencies	1,115,536.00	830,536.00	0.00	830,536.00	0.00	0.00
* 795 Subtotal	7,722,336.00	10,389,991.00	4,600,641.37	5,789,349.63	44.28	1,078,335.43
** Grand Total	7,722,336.00	10,389,991.00	4,600,641.37	5,789,349.63	44.28	1,078,335.43

ACCOUNTS REQUIRING BUDGET TRANSFERS

	<u>Orig Budget</u>	<u>Adj Budget</u>	<u>YTD Revenues</u>	<u>Unrealized Bal</u>	<u>% Realized</u>
411 Property Taxes	1,803,000.00	1,803,000.00	1,083,320.40	719,679.60	60.08
422 Permits	0.00	0.00	0.00	0.00	N/A
441 Revenue from Use of Money	160,000.00	160,000.00	218,630.40	-58,630.40	136.64
453 State Aid	49,450.00	1,084,685.00	460,879.06	623,805.94	42.49
455 Other Federal	0.00	998,571.00	585,000.00	413,571.00	58.58
456 Other Government Agencies	0.00	0.00	60,630.54	-60,630.54	N/A
465 Public Protection	694,000.00	1,210,982.00	1,168,434.44	42,547.56	96.49
466 Other Current Services	2,132,150.00	2,132,150.00	1,468,755.93	663,394.07	68.89
491 Other	0.00	37,300.00	73,605.54	-36,305.54	197.33
492 Other Revenue	0.00	0.00	23,448.38	-23,448.38	N/A
502 Operating Transfers	0.00	350,000.00	350,000.00	0.00	100.00
<b>* Grand Total</b>	<b>4,838,600.00</b>	<b>7,776,688.00</b>	<b>5,492,704.69</b>	<b>2,283,983.31</b>	<b>70.63</b>

Run Date: 04/17/2026 06:31:01pm  
 Fiscal Year: 2026  
 Selection Criteria: See Cover Page

South Lake County  
 Fire Protection District  
 Cost Accounting Management System  
 G/L Balance Sheet

Page 1  
 By: GF

<u>Account</u>	<u>General Ledger Acct</u>	<u>Balance</u>
357 FUND: So Lk Co Fire Prot Dist		
Current Asset accts		
Cash	357-9557-100-00-00-00	10,908,740.04
<b>* Current Asset accts Subtotal</b>		
Equity accts		
Fund Balance	357-9557-390-00-00-00	3,505,367.04
General	357-9557-391-01-00-00	154,702.00
Unreserved-Designated	357-9557-392-00-00-00	3,484,536.00
Equipment Reserve	357-9557-392-04-00-00	1,409,451.00
Medical Insurance Reserve	357-9557-392-12-00-00	224,888.00
Medical Svcs & Eqpt Reserve	357-9557-392-25-00-00	2,129,796.00
<b>* Equity accts Subtotal</b>		
<b>** 357 Subtotal</b>		
366 FUND: So Lk Co Fire Mitigation		
Current Asset accts		
Cash	366-0000-100-00-00-00	12,506.31
<b>* Current Asset accts Subtotal</b>		
Equity accts		
Fund Balance	366-0000-390-00-00-00	12,506.31
<b>* Equity accts Subtotal</b>		
<b>** 366 Subtotal</b>		
<b>*** Grand Total</b>		

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