



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

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

NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING
Tuesday, January 20, 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. Santa Rosa Junior College Instruction Service Agreement beginning 2025-2026. Placed on agenda by Battalion Chief Brad Caldwell.
MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___
 - 7.b. County of Lake Chapter 7 Public Auction of Tax Defaulted Properties and Objection Guidelines. Placed on the agenda by SSA Gloria Fong.
MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___
 - 7.c. Consider and adopt Resolution No. 2025-26-10, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues. Placed on agenda by SSA Gloria Fong.
MOVED _____ SECONDED _____ YES ___ NO ___ ABSTAIN ___

7.d. Election of President of the Board of Directors, Vice President of the Board of Directors, Secretary and / or Clerk to the Board of Directors for calendar year 2025. Placed on the agenda in accordance with Fire District Bylaws-Board of Directors Policy and Procedures Manual. (Outgoing President conducts election and adjourns tonight's meeting).

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. December 16, 2025 – Regular Meeting Minutes

8.b. Warrants – January

8.c. Budget Transfers

9. Motion to Adjourn Meeting:

Posted January 16, 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 at least 48 hours prior to the meeting.

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

<https://us02web.zoom.us/j/85411930158>

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

Meeting ID: 854 1193 0158

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

**South Lake Fire Safe Council
Meeting Minutes
November 5, 2025**

Call to Order: Lewis, Peek, Englander, Prescott, Frazier, Wenckus, Ward, and Laines present.

Previous Meeting Minutes: Approved

President's Report:

M/S/C: Lewis/Englander: Cancel December meeting.

Treasurer's Report:

Bank Balance: \$6397.54 – Outstanding checks = \$4158.54

Expenses: \$2911.82

Income: 45043.78

Correspondence:

Membership: 55

Committee Reports:

Chipping: October 12 - 2025 -83

Web Site:

Facebook:

Publicity:

Ingress/Egress Program Strategies:

Senior Center Luncheon: Received \$100 check from Middletown Luncheon Club for serving October 15th.

Tribal Health Fair at Twin Pine Casino: 3 or 4 will attend.

Discuss 2026 Budget: Presented 2026 proposed budget, attached.

Lake RCD: Some right-of-way clearing has been done on Spruce Grove Rd. – ½ mile from Red Mountain Rd.

Meeting adjourned.

Chief Report 1/16/2026

North Division Operations:

- Boggs Copter returned to Sacramento for the winter; however, it may occasionally be at the base conducting proficiency flights and providing Region response.
- The Amador period began on 12/15/2025.
- Fuels work continues around the Division, including Boggs, Upper Lake, Lakeport, Clearlake, and Lower Lake.

Camp Operations:

- Camp consolidation continues, with equipment and firefighting personnel arriving. The next group to arrive at Camp will be the Non-Grade Eligible, which will come on the 19th.
- Dealing with storm damage from our recent weather.
- Lots of work around the Camp with an expanded garden and parking area in the works.

South Lake Operations:

- Facilities and equipment committee scheduled for December, and I will ask that it be tabled again, as the quotes for the building were not obtained.
- Some delays with the new Water Tender are pushing the delivery date closer to the end of the month.
- Multiple meetings on the new HVL station and the flood mapping. The consultants and the County Building Official are working to resolve the issues.
- The inspection of the two new Engine builds is happening in the week of the 20th, with FEM Rod Cavanaugh, BC Lau, and DC Duncan traveling back to conduct the inspections. I anticipate receiving the Units in several more weeks after the inspection.
- South Lake is hosting our first-in-decades EMT Class instructed by Fire Captain Paramedic Will Clark. Lots of excited students.
- Our recent Paramedic graduate is working shifts out of Station 60, responding to incidents, and covering behind paid-staff trainings. While this is very popular and provides a service to the district, it will require us to adjust our pay budget. Our office staff and Chiefs are working to modify the pay and right-size the policy in light of our new capability.

End of Report, Paul


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GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57607] (Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821] (Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7] (Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 9. Meetings [54950 - 54963] (Chapter 9 added by Stats. 1953, Ch. 1588.)

54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

(Added by Stats. 1953, Ch. 1588.)

54950.5. This chapter shall be known as the Ralph M. Brown Act.

(Added by Stats. 1961, Ch. 115.)

54951. As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

(Amended by Stats. 1959, Ch. 1417.)

54952. As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.
- (c) (1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:
 - (A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.
 - (B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.

(2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting

member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.

(d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

(Amended by Stats. 2002, Ch. 1073, Sec. 2. Effective January 1, 2003.)

54952.1. Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

(Amended by Stats. 1994, Ch. 32, Sec. 2. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)

54952.2. (a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(3) (A) Paragraph (1) shall not be construed as preventing a member of the legislative body from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body provided that a majority of the members of the legislative body do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body. A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

(B) For purposes of this paragraph, all of the following definitions shall apply:

(i) "Discuss among themselves" means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body.

(ii) "Internet-based social media platform" means an online service that is open and accessible to the public.

(iii) "Open and accessible to the public" means that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform or a person or entity other than the social media platform, including any forum and chatroom, and cannot be blocked from doing so, except when the internet-based social media platform determines that an individual violated its protocols or rules.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

(Amended (as amended by Stats. 2020, Ch. 89, Sec. 1) by Stats. 2025, Ch. 327, Sec. 1. (SB 707) Effective January 1, 2026.)

54952.3. (a) A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body may convene a meeting of that other legislative body, simultaneously or in serial order, only if a clerk or a member of the convened legislative body verbally announces, prior to convening any simultaneous or serial order meeting of that subsequent legislative body, the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body and identifies that the compensation or stipend shall be provided as a result of convening a meeting for which each member is entitled to collect compensation or a stipend. However, the clerk or member of the legislative body shall not be required to announce the amount of compensation if the amount of compensation is prescribed in statute and no additional compensation has been authorized by a local agency.

(b) For purposes of this section, compensation and stipend shall not include amounts reimbursed for actual and necessary expenses incurred by a member in the performance of the member's official duties, including, but not limited to, reimbursement of expenses relating to travel, meals, and lodging.

(Added by Stats. 2011, Ch. 91, Sec. 1. (AB 23) Effective January 1, 2012.)

54952.6. As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

(Added by Stats. 1961, Ch. 1671.)

54952.7. A local agency shall provide a copy of this chapter to any person elected or appointed to serve as a member of a legislative body of the local agency.

(Amended by Stats. 2025, Ch. 327, Sec. 3. (SB 707) Effective January 1, 2026.)

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding

authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as expressly provided in this chapter.

(4) The teleconferencing requirements of this subdivision shall not apply to remote participation described in subdivision (c).

(c) (1) Nothing in this chapter shall be construed to prohibit a member of a legislative body with a disability from participating in any meeting of the legislative body by remote participation as a reasonable accommodation pursuant to any applicable law.

(2) A member of a legislative body participating in a meeting by remote participation pursuant to this subdivision shall do both of the following:

(A) The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.

(B) The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.

(3) Remote participation under this subdivision shall be treated as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location. The provisions of subdivision (b) and Sections 54953.8 to 54953.8.7, inclusive, shall not apply to remote participation under this subdivision.

(d) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) (A) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of either of the following during the open meeting in which the final action is to be taken:

(i) A local agency executive, as defined in subdivision (d) of Section 3511.1.

(ii) A department head or other similar administrative officer of the local agency.

(B) This paragraph shall not affect the public's right under the California Public Records Act (Division 10 commencing with Section 7920.000) of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(e) For purposes of this section, both of the following definitions apply:

(1) "Disability" means a physical disability or a mental disability as those terms are defined in Section 12926 and used in Section 12926.1, or a disability as defined in Section 12102 of Title 42 of the United States Code.

(2) (A) "Teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(B) Notwithstanding subparagraph (A), "teleconference" does not include one or more members watching or listening to a meeting via webcasting or any other similar electronic medium that does not permit members to interactively speak, discuss, or deliberate on matters.

(3) "Remote participation" means participation in a meeting by teleconference at a location other than any physical meeting location designated in the notice of the meeting.

(Amended (as amended by Stats. 2023, Ch. 534, Sec. 2) by Stats. 2025, Ch. 327, Sec. 4. (SB 707) Effective January 1, 2026.)

54953.1. The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

(Added by Stats. 1979, Ch. 950.)

54953.2. All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(Added by Stats. 2002, Ch. 300, Sec. 5. Effective January 1, 2003.)

54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

(Amended by Stats. 1981, Ch. 968, Sec. 28.)

54953.4. (a) The Legislature finds and declares that public access, including through translation of agendas as required by this section, is necessary for an informed populace. The Legislature encourages local agencies to adopt public access requirements that exceed the requirements of this chapter by translating additional languages, employing human translators, and conducting additional outreach.

(b) (1) In addition to any other applicable requirements of this chapter, a meeting held by a eligible legislative body pursuant to this chapter shall comply with both of the following requirements:

(A) (i) (I) (ia) All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, except if adequate telephonic or internet service is not operational at the meeting location. If adequate telephonic or internet service is operational at the meeting location during only a portion of the meeting, the legislative body shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform during that portion of the meeting.

(ib) (Ia) On or before July 1, 2026, an eligible legislative body shall approve at a noticed public meeting in open session, not on the consent calendar, a policy regarding disruption of telephonic or internet service occurring during meetings subject to this sub-subclause. The policy shall address the procedures for recessing and reconvening a meeting in the event of disruption and the efforts that the eligible legislative body shall make to attempt to restore the service.

(Ib) If a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the two-way telephonic service or two-way audiovisual platform occurs during the meeting, the eligible legislative body shall recess the open session of the meeting for at least one hour and make a good faith attempt to restore the service. The eligible legislative body may meet in closed session during this period. The eligible legislative body

shall not reconvene the open session of the meeting until at least one hour following the disruption, or until telephonic or internet service is restored, whichever is earlier.

(Ic) Upon reconvening the open session, if telephonic or internet service has not been restored, the eligible legislative body shall adopt a finding by rollcall vote that good faith efforts to restore the telephonic or internet service have been made in accordance with the policy adopted pursuant to sub-sub-subclause (Ia) and that the public interest in continuing the meeting outweighs the public interest in remote public access.

(II) Subclause (I) does not apply to a meeting that is held to do any of the following:

(ia) Attend a judicial or administrative proceeding to which the local agency is a party.

(ib) Inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.

(ic) Meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(id) Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(ie) Meet in an emergency situation pursuant to Section 54956.5.

(ii) If an eligible legislative body elects to provide a two-way audiovisual platform, the eligible legislative body shall publicly post and provide a call-in option, and activate any automatic captioning function during the meeting if an automatic captioning function is included with the two-way audiovisual platform. If an eligible legislative body does not elect to provide a two-way audiovisual platform, the eligible legislative body shall provide a two-way telephonic service for the public to participate in the meeting, pursuant to subclause (I).

(B) (i) All open and public meetings for which attendance via a two-way telephonic service or a two-way audiovisual platform is provided in accordance with paragraph (1) shall provide the public with an opportunity to provide public comment in accordance with Section 54954.3 via the two-way telephonic or two-way audiovisual platform, and ensure the opportunity for the members of the public participating via a two-way telephonic or two-way audiovisual platform to provide public comment with the same time allotment as a person attending a meeting in person.

(2) (A) An eligible legislative body shall reasonably assist members of the public who wish to translate a public meeting into any language or wish to receive interpretation provided by another member of the public, so long as the interpretation is not disrupting to the meeting, as defined in Section 54957.95. The eligible legislative body shall publicize instructions on how to request assistance under this subdivision. Assistance may include any of the following, as determined by the eligible legislative body:

(i) Arranging space for one or more interpreters at the meeting location.

(ii) Allowing extra time during the meeting for interpretation to occur.

(iii) Ensuring participants may utilize their personal equipment or reasonably access facilities for participants to access commercially available interpretation services.

(B) This section does not require an eligible legislative body to provide interpretation of any public meeting, however, an eligible legislative body may elect to provide interpretation of any public meeting.

(C) The eligible legislative body is not responsible for the content or accuracy of any interpretation facilitated, assisted with, or provided under this subdivision. An action shall not be commenced or maintained against the eligible legislative body arising from the content or accuracy of any interpretation facilitated, assisted with, or provided under this subdivision.

(3) An eligible legislative body shall take the following actions to encourage residents, including those in underrepresented communities and non-English-speaking communities, to participate in public meetings:

(A) Have in place a system for electronically accepting and fulfilling requests for meeting agendas and documents pursuant to Section 54954.1 through email or through an integrated agenda management

platform. Information about how to make a request using this system shall be accessible through a prominent direct link posted on the primary internet website home page of the eligible legislative body.

(B) (i) Create and maintain an accessible internet webpage dedicated to public meetings that includes, or provides a link to, all of the following information:

(I) A general explanation of the public meeting process for the eligible legislative body.

(II) An explanation of the procedures for a member of the public to provide in-person or remote oral public comment during a public meeting or to submit written public comment.

(III) A calendar of all public meeting dates with calendar listings that include the date, time, and location of each public meeting.

(IV) The agenda posted online pursuant to paragraph (2) of subdivision (a) of Section 54954.2.

(ii) The eligible legislative body shall include a link to the webpage required by subparagraph (A) on the home page of the eligible legislative body's internet website.

(C) (i) Make reasonable efforts, as determined by the legislative body, to invite groups that do not traditionally participate in public meetings to attend those meetings, which may include, but are not limited to, all the following:

(I) Media organizations that provide news coverage in the jurisdiction of the eligible legislative body, including media organizations that serve non-English-speaking communities.

(II) Good government, civil rights, civic engagement, neighborhood, and community group organizations, or similar organizations that are active in the jurisdiction of the eligible legislative body, including organizations active in non-English-speaking communities.

(ii) Legislative bodies shall have broad discretion in the choice of reasonable efforts they make under this subparagraph. No action shall be commenced or maintained against an eligible legislative body arising from failing to provide public meeting information to any specific group pursuant to this subparagraph.

(c) (1) (A) The agenda for each meeting of an eligible legislative body shall be translated into all applicable languages, and each translation shall be posted in accordance with Section 54954.2. Each translation shall include instructions in the applicable language describing how to join the meeting by the telephonic or internet-based service option, including any requirements for registration for public comment.

(B) The accessible internet webpage provided under subparagraph (B) of paragraph (3) of subdivision (b) shall be translated into all applicable languages, and each translation shall be accessible through a prominent direct link posted on the primary internet website home page of the eligible legislative body.

(2) A translation made using a digital translation service shall satisfy the requirements of paragraph (1).

(3) The eligible legislative body shall make available a physical location that is freely accessible to the public in reasonable proximity to the physical location in which the agenda and translations are posted as described in paragraph (1), and shall allow members of the public to post additional translations of the agenda in that location.

(4) The eligible legislative body is not responsible for the content or accuracy of any translation provided pursuant to this subdivision. No action shall be commenced or maintained against an eligible legislative body arising from the content, accuracy, posting, or removal of any translation provided by the eligible legislative body or posted by any person pursuant to this subdivision.

(5) For the purposes of this section, the agenda does not include the entire agenda packet.

(d) This section shall not be construed to affect or supersede any other applicable civil rights, nondiscrimination, or public access laws.

(e) For purposes of this section, all of the following definitions apply:

(1) (A) "Applicable languages" means languages, according to data from the most recent American Community Survey, spoken jointly by 20 percent or more of the applicable population, provided that 20 percent or more of the population that speaks that language in that city or county speaks English less than "very well."

(B) For the purposes of subparagraph (A), the applicable population shall be determined as follows:

(i) For an eligible legislative body that is a city council or county board of supervisors, the applicable population shall be the population of the city or county.

(ii) For an eligible legislative body of a special district, the applicable population shall be either of the following, at the discretion of the board of directors of the special district:

(I) The population of the county with the greatest population within the boundaries of the special district.

(II) The population of the service area of the special district, if the special district has the data to determine what languages spoken by the population within its service area meet the requirements of paragraph (A).

(C) If more than three languages meet the criteria set forth in subparagraph (A), "applicable languages" shall mean the three languages described in subparagraph (A) that are spoken by the largest percentage of the population.

(D) An eligible legislative body may elect to determine the applicable languages based upon a source other than the most recent American Community Survey if it makes a finding, based upon substantial evidence, that the other source provides equally or more reliable data for the territory over which the eligible legislative body exercises jurisdiction.

(2) "Eligible legislative body" means any of the following:

(A) A city council of a city with a population of 30,000 or more.

(B) A county board of supervisors of a county, or city and county, with a population of 30,000 or more.

(C) A city council of a city located in a county with a population of 600,000 or more.

(D) The board of directors of a special district that has an internet website and meets any of the following conditions:

(i) The boundaries of the special district include the entirety of a county with a population of 600,000 or more, and the special district has over 200 full-time equivalent employees.

(ii) The special district has over 1,000 full-time equivalent employees.

(iii) The special district has annual revenues, based on the most recent Financial Transaction Report data published by the California State Controller, that exceed four hundred million dollars (\$400,000,000), adjusted annually for inflation commencing January 1, 2027, as measured by the percentage change in the California Consumer Price Index from January 1 of the prior year to January 1 of the current year, and the special district employs over 200 full-time equivalent employees.

(3) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

(4) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

(f) This section shall become operative on July 1, 2026.

(g) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 5. (SB 707) Effective January 1, 2026. Operative July 1, 2026, by its own provisions. Repealed as of January 1, 2030, by its own provisions.)

54953.5. (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.

(Amended by Stats. 2025, Ch. 327, Sec. 6. (SB 707) Effective January 1, 2026.)

54953.6. No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

(Amended by Stats. 1994, Ch. 32, Sec. 6. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)

54953.7. Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose those requirements on appointed legislative bodies of the local agency.

(Amended by Stats. 2025, Ch. 327, Sec. 7. (SB 707) Effective January 1, 2026.)

54953.8. (a) The legislative body of a local agency may use teleconferencing as authorized by subdivision (b) of Section 54953 without complying with the requirements of paragraph (3) of subdivision (b) of Section 54953 in any of the circumstances described in Sections 54953.8.1 to 54953.8.7, inclusive.

(b) A legislative body that holds a teleconference meeting pursuant to this section shall, in addition to any other applicable requirements of this chapter, comply with all of the following:

(1) The legislative body shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address the legislative body:

(A) A two-way audiovisual platform.

(B) A two-way telephonic service and a live webcasting of the meeting.

(2) In each instance in which notice of the time of the teleconference meeting held pursuant to this section is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option.

(3) In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(4) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.

(5) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(6) (A) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed.

(B) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment.

(C) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to

paragraph (5), until the timed general public comment period has elapsed.

(7) Any member of the legislative body who participates in a teleconference meeting from a remote location pursuant to this section and the specific provision of law that the member relied upon to permit their participation by teleconferencing shall be listed in the minutes of the meeting.

(8) The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodation.

(9) The legislative body shall conduct meetings subject to this chapter consistent with applicable civil rights and nondiscrimination laws.

(c) A local agency shall identify and make available to legislative bodies a list of one or more meeting locations that may be available for use by the legislative bodies to conduct their meetings.

(d) (1) Nothing in this section shall prohibit a legislative body from providing the public with additional teleconference locations.

(2) Nothing in this section shall prohibit a legislative body from providing the public with additional physical locations in which the public may observe and address the legislative body by electronic means.

(e) A member of a legislative body who participates in a teleconference meeting from a remote location pursuant to this section shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with those individuals.

(f) The teleconferencing provisions described in Section 54953 and Sections 54953.8.1 to 54953.8.7, inclusive, are cumulative. A legislative body may elect to use any teleconferencing provisions that are applicable to a meeting, regardless of whether any other teleconferencing provisions would also be applicable to that meeting.

(g) For purposes of this section, the following definitions apply:

(1) "Remote location" means a location from which a member of a legislative body participates in a meeting pursuant to paragraph (7) of subdivision (b), other than any physical meeting location designated in the notice of the meeting. Remote locations need not be accessible to the public.

(2) "Teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(3) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service. A two-way audiovisual platform may be structured to disable the use of video for the public participants.

(4) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

(5) "Webcasting" means a streaming video broadcast online or on television, using streaming media technology to distribute a single content source to many simultaneous listeners and viewers.

(Added by Stats. 2025, Ch. 327, Sec. 8. (SB 707) Effective January 1, 2026.)

54953.8.1. (a) A health authority may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section.

(b) Nothing in this section or Section 54953.8 shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority.

(c) For purposes of this section, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(Added by Stats. 2025, Ch. 327, Sec. 9. (SB 707) Effective January 1, 2026.)

54953.8.2. (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 during a proclaimed state of emergency or local emergency, provided that it complies with the requirements of that section and the teleconferencing is used in either of the following circumstances:

(1) For the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) After a determination described in paragraph (1) is made that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(b) If the state of emergency or local emergency remains active, in order to continue to teleconference pursuant to this section, the legislative body shall, no later than 45 days after teleconferencing for the first time pursuant to this section, and every 45 days thereafter, make the following findings by majority vote:

(1) The legislative body has reconsidered the circumstances of the state of emergency or local emergency.

(2) The state of emergency or local emergency continues to directly impact the ability of the members to meet safely in person.

(c) This section shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(d) Notwithstanding paragraph (1) of subdivision (b) of Section 54953.8, a legislative body conducting a teleconference meeting pursuant to this section may elect to use a two-way telephonic service without a live webcasting of the meeting.

(e) For purposes of this section, the following definitions apply:

(1) "Local emergency" means a condition of extreme peril to persons or property proclaimed by the governing body of the local agency affected, in accordance with Section 8630 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2), as defined in Section 8680.9, or a local health emergency declared pursuant to Section 101080 of the Health and Safety Code. Local emergency, as used in this section, refers only to local emergencies in the boundaries of the territory over which the local agency exercises jurisdiction.

(2) "State of emergency" means state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2).

(Added by Stats. 2025, Ch. 327, Sec. 10. (SB 707) Effective January 1, 2026.)

54953.8.3. (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, provided that the legislative body complies with the requirements of Section 54953.8 and all of the following additional requirements:

(1) A member of the legislative body notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

(2) The member shall participate through both audio and visual technology.

(3) (A) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for just cause for more than the following number of meetings, as applicable:

(i) Two meetings per year, if the legislative body regularly meets once per month or less.

(ii) Five meetings per year, if the legislative body regularly meets twice per month.

(iii) Seven meetings per year, if the legislative body regularly meets three or more times per month.

(B) For the purpose of counting meetings attended by teleconference under this paragraph, a "meeting" shall be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day.

(b) The minutes for the meeting shall identify the specific provision in subdivision (c) that each member relied upon to participate remotely. This subdivision shall not be construed to require the member to disclose any medical diagnosis or disability, or any personal medical information that is otherwise exempt under existing law, including, but not limited to, the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code).

(c) For purposes of this section, "just cause" means any of the following:

(1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(2) A contagious illness that prevents a member from attending in person.

(3) A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953.

(4) Travel while on official business of the legislative body or another state or local agency.

(5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.

(6) A physical or family medical emergency that prevents a member from attending in person.

(7) Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.

(d) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 11. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)

54953.8.4. (a) An eligible neighborhood council may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following have occurred:

(1) (A) The city council for a city described in paragraph (2) of subdivision (b) considers whether to adopt a resolution to authorize eligible neighborhood councils to use teleconferencing as described in this section at an open and regular meeting.

(B) If the city council adopts a resolution described in subparagraph (A), an eligible neighborhood council may elect to use teleconferencing pursuant to this section if a majority of the eligible neighborhood council votes to do so. The eligible neighborhood council shall notify the city council if it elects to use teleconferencing pursuant to this section and its justification for doing so.

(C) Upon receiving notification from an eligible neighborhood council described in subparagraph (B), the city council may adopt a resolution to prohibit the eligible neighborhood council from using teleconferencing pursuant to this section.

(2) After completing the requirements of subparagraph (A) of paragraph (1), an eligible neighborhood council that holds a meeting pursuant to this subdivision shall do all of the following:

(A) At least a quorum of the members of the eligible neighborhood council shall participate from locations within the boundaries of the city in which the eligible neighborhood council is established.

(B) At least once per year, at least a quorum of the members of the eligible neighborhood council shall participate in person from a singular physical location that is open to the public and within the boundaries of the eligible neighborhood council.

(3) If the meeting is during regular business hours of the offices of the city council member that represents the area that includes the eligible neighborhood council, the eligible neighborhood council shall provide a publicly accessible physical location from which the public may attend or comment, which shall be the offices of the city council member who represents the area where the eligible neighborhood council is located, unless the eligible neighborhood council identifies an alternative location.

(4) If the meeting is outside regular business hours, the eligible neighborhood council shall make reasonable efforts to accommodate any member of the public that requests an accommodation to participate in the meeting.

(b) For purposes of this section, the following definitions apply:

(1) "Accommodation" means providing a publicly accessible physical location for the member of the public to participate from, providing access to technology necessary to participate in the meeting, or identifying locations or resources available that could provide the member of the public with an opportunity to participate in the meeting.

(2) "Eligible neighborhood council" means a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to this chapter.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 12. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)

54953.8.5. (a) An eligible community college student organization may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) An eligible community college student organization may only use teleconferencing as described in Section 54953.8 after all the following have occurred:

(A) The board of trustees for a community college district considers whether to adopt a resolution to authorize eligible community college student organizations to use teleconferencing as described in this section at an open and regular meeting.

(B) If the board of trustees for a community college district adopts a resolution described in subparagraph (A), an eligible community college student organization may elect to use teleconferencing pursuant to this section if a majority of the eligible community college student organization votes to do so. The eligible community college student organization shall notify the board of trustees if it elects to use teleconferencing pursuant to this section and its justification for doing so.

(C) Upon receiving notification from an eligible community college student organization as described in subparagraph (B), the board of trustees may adopt a resolution to prohibit the eligible community college student organization from using teleconferencing pursuant to this section.

(D) (i) Except as specified in clause (ii), at least a quorum of the members of the eligible community college student organization shall participate from a singular physical location that is accessible to the public and is within the community college district in which the eligible community college student organization is established.

(ii) The requirements described in clause (i) shall not apply to the California Online Community College.

(iii) Notwithstanding the requirements of clause (i), a person may count toward the establishment of a quorum pursuant to clause (i) regardless of whether the person is participating at the in-person location of the meeting or remotely if the person meets any of the following criteria:

(I) The person is under 18 years of age.

(II) The person is incarcerated.

(III) The person is unable to disclose the location that they are participating from because of either of the following circumstances:

(ia) The person has been issued a protective court order, including, but not limited to, a domestic violence restraining order.

(ib) The person is participating in a program that has to remain confidential, including, but not limited to, an independent living program.

(IV) The person provides childcare or caregiving to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. For purposes of this subclause, "child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms are defined in Section 12945.2.

(2) An eligible community college student organization that holds a meeting by teleconference as described in Section 54953.8 shall do the following, as applicable:

(A) (i) Except as specified in subparagraph (B), if the meeting is during regular business hours of the offices of the board of trustees of the community college district, the eligible community college student organization shall provide a publicly accessible physical location from which the public may attend or comment, which shall be the offices of the board of trustees of the community college district, unless the eligible community college student organization identifies an alternative location.

(ii) Except as specified in subparagraph (B), if the meeting is outside regular business hours, the eligible community college student organization shall make reasonable efforts to accommodate any member of the public that requests an accommodation to participate in the meeting. For the purposes of this subparagraph, "accommodation" means providing a publicly accessible physical location for the member of the public to participate from, providing access to technology necessary to participate in the meeting, or identifying locations or resources available that could provide the member of the public with an opportunity to participate in the meeting.

(B) The requirements described in subparagraph (A) shall not apply to the California Online Community College.

(b) For purposes of this section, "eligible community college student organization" means a student body association organized pursuant to Section 76060 of the Education Code, or any other student-run community college organization that is required to comply with the meeting requirements of this chapter, that is in any community college recognized within the California Community Colleges system and includes the Student Senate for California Community Colleges.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 13. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)

54953.8.6. (a) An eligible subsidiary body may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) The eligible subsidiary body shall designate one physical meeting location within the boundaries of the legislative body that created the eligible subsidiary body where members of the subsidiary body who are not participating remotely shall be present and members of the public may physically attend, observe, hear, and participate in the meeting. At least one staff member of the eligible subsidiary body or the legislative body that created the eligible subsidiary body shall be present at the physical meeting location during the meeting. The eligible subsidiary body shall post the agenda at the physical meeting location, but need not post the agenda at a remote location.

(2) (A) A member of the eligible subsidiary body shall visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, except if the member has a physical or mental condition not subject to subdivision (c) of Section 54953 that results in a need to participate off camera.

(B) The visual appearance of a member of the eligible subsidiary body on camera may cease only when the appearance would be technologically infeasible, including, but not limited to, when the member experiences a lack of reliable broadband or internet connectivity that would be remedied by joining without video.

(C) If a member of the eligible subsidiary body does not appear on camera due to challenges with internet connectivity, the member shall announce the reason for their nonappearance prior to turning off their camera.

(3) An elected official serving as a member of an eligible subsidiary body in their official capacity shall not participate in a meeting of the eligible subsidiary body by teleconferencing pursuant to this section unless the use of teleconferencing complies with the requirements of paragraph (3) of subdivision (b) of Section 54953.

(4) (A) In order to use teleconferencing pursuant to this section, the legislative body that established the eligible subsidiary body by charter, ordinance, resolution, or other formal action shall make the following findings by majority vote before the eligible subsidiary body uses teleconferencing pursuant to this section for the first time, and every six months thereafter:

(i) The legislative body has considered the circumstances of the eligible subsidiary body.

(ii) Teleconference meetings of the eligible subsidiary body would enhance public access to meetings of the eligible subsidiary body, and the public has been made aware of the type of remote participation, including audio-visual or telephonic, that will be made available at a regularly scheduled meeting and has been provided the opportunity to comment at an in-person meeting of the legislative body authorizing the subsidiary body to meet entirely remotely.

(iii) Teleconference meetings of the eligible subsidiary body would promote the attraction, retention, and diversity of eligible subsidiary body members.

(B) (i) An eligible subsidiary body authorized to use teleconferencing pursuant to this section may request to present any recommendations it develops to the legislative body that created it.

(ii) Upon receiving a request described in clause (i), the legislative body that created the subsidiary body shall hold a discussion at a regular meeting held within 60 days after the legislative body receives the request, or if the legislative body does not have another regular meeting scheduled within 60 days after the legislative body receives the request, at the next regular meeting after the request is received.

(iii) The discussion required by clause (ii) shall not be placed on a consent calendar, but may be combined with the legislative body's subsequent consideration of the findings described in subparagraph (A) for the following 12 months.

(iv) The legislative body shall not take any action on any recommendations included in the report of a subsidiary body until the next regular meeting of the legislative body following the discussion described in clause (ii).

(C) After the legislative body makes the findings described in subparagraph (A), the eligible subsidiary body shall approve the use of teleconferencing by majority vote before using teleconference pursuant to this section.

(D) The legislative body that created the eligible subsidiary body may elect to prohibit the eligible subsidiary body from using teleconferencing pursuant to this section at any time.

(b) (1) For purposes of this section, "eligible subsidiary body" means a legislative body that meets all of the following:

(A) Is described in subdivision (b) of Section 54952.

(B) Serves exclusively in an advisory capacity.

(C) Is not authorized to take final action on legislation, regulations, contracts, licenses, permits, or any other entitlements, grants, or allocations of funds.

(D) Does not have primary subject matter jurisdiction, as defined by the charter, an ordinance, a resolution, or any formal action of the legislative body that created the subsidiary body, that focuses on elections, budgets, police oversight, privacy, removing from, or restricting access to, materials available in public libraries, or taxes or related spending proposals.

(2) An eligible subsidiary body may include members who are elected officials, members who are not elected officials, or any combination thereof.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 14. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)

54953.8.7. (a) An eligible multijurisdictional body may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following additional requirements:

(1) The eligible multijurisdictional body has adopted a resolution that authorizes the eligible multijurisdictional body to use teleconferencing pursuant to this section at a regular meeting in open session.

(2) At least a quorum of the members of the eligible multijurisdictional body shall participate from one or more physical locations that are open to the public and within the boundaries of the territory over which the local agency exercises jurisdiction.

(3) A member of the eligible multijurisdictional body who receives compensation for their service on the eligible multijurisdictional body shall participate from a physical location that is open to the public. For purposes of this paragraph, "compensation" does not include reimbursement for actual and necessary expenses.

(4) A member of the eligible multijurisdictional body may participate from a remote location provided that:

(A) The eligible multijurisdictional body identifies each member of the eligible multijurisdictional body who plans to participate remotely in the agenda.

(B) The member shall participate through both audio and visual technology.

(5) A member of the eligible multijurisdictional body shall not participate in a meeting remotely pursuant to this section, unless the location from which the member participates is more than 20 miles each way from any physical location of the meeting described in paragraph (2).

(6) The provisions of this section shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for more than the following number of meetings, as applicable:

(A) Two meetings per year, if the legislative body regularly meets once per month or less.

(B) Five meetings per year, if the legislative body regularly meets twice per month.

(C) Seven meetings per year, if the legislative body regularly meets three or more times per month.

(D) For the purpose of counting meetings attended by teleconference under this paragraph, a "meeting" shall be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day.

(b) For the purposes of this section, both of the following definitions apply:

(1) "Eligible multijurisdictional body" means a multijurisdictional board, commission, or advisory body of a multijurisdictional, cross-county agency, the membership of which board, commission, or advisory body is appointed, and the board, commission, or advisory body is otherwise subject to this chapter.

(2) "Multijurisdictional" means either of the following:

(A) A legislative body that includes representatives from more than one county, city, city and county, or special district.

(B) A legislative body of a joint powers entity formed pursuant to an agreement entered into in accordance with Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1.

(c) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Added by Stats. 2025, Ch. 327, Sec. 15. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)

54954. (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on nonadversarial collective bargaining techniques.

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

(Amended by Stats. 2004, Ch. 257, Sec. 1. Effective January 1, 2005.)

54954.1. Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If a local agency has an internet website, the legislative body or its designee shall email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the item or items be delivered by email. If the local agency determines it is technologically infeasible to send a copy of all documents constituting the agenda packet or

a link to a website that contains the documents by email or by other electronic means, the legislative body or its designee shall send by mail a copy of the agenda or a website link to the agenda and mail a copy of all other documents constituting the agenda packet in accordance with the mailing requirements established pursuant to this section. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

(Amended by Stats. 2021, Ch. 763, Sec. 1. (SB 274) Effective January 1, 2022.)

54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda that meets all of the following requirements:

(A) The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words.

(B) The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's internet website, if the local agency has one.

(C) (i) If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(ii) The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an internet website, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary internet website home page of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda, including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an internet website and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary internet website home page of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an internet website with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(E) For purposes of this paragraph, both of the following definitions apply:

(1) "Integrated agenda management platform" means an internet website of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(2) "Legislative body" means a legislative body that meets the definition of subdivision (a) of Section 54952.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's internet website, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

(Amended (as amended by Stats. 2023, Ch. 131, Sec. 92) by Stats. 2025, Ch. 327, Sec. 16. (SB 707) Effective January 1, 2026.)

54954.3. (a) (1) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

(2) (A) Notwithstanding paragraph (1), the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item.

(B) Subparagraph (A) shall not apply if any of the following conditions are met:

(i) The item has been substantially changed since the committee heard the item, as determined by the legislative body.

(ii) When considering the item, a quorum of the committee members did not participate from a singular physical location, that was clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency exercises jurisdiction.

(iii) The committee has primary subject matter jurisdiction, as defined by the charter, an ordinance, a resolution, or any formal action of the legislative body that created the subsidiary body, that focuses on elections, budgets, police oversight, privacy, removing from, or restricting access to, materials available in public libraries, or taxes or related spending proposals. This clause shall not apply to an item if the local agency has adopted a law applicable to the meeting of the committee at which the item that was considered prohibits the committee from placing a limit on the total amount of time for public comment on the item.

(3) Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) (1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

(Amended by Stats. 2025, Ch. 327, Sec. 17. (SB 707) Effective January 1, 2026.)

54954.4. (a) The Legislature hereby finds and declares that Section 12 of Chapter 641 of the Statutes of 1986, authorizing reimbursement to local agencies and school districts for costs mandated by the state pursuant to that act, shall be interpreted strictly. The intent of the Legislature is to provide reimbursement for only those costs

which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986.

(b) In this regard, the Legislature directs all state employees and officials involved in reviewing or authorizing claims for reimbursement, or otherwise participating in the reimbursement process, to rigorously review each claim and authorize only those claims, or parts thereof, which represent costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986 and for which complete documentation exists. For purposes of Section 54954.2, costs eligible for reimbursement shall only include the actual cost to post a single agenda for any one meeting.

(c) The Legislature hereby finds and declares that complete, faithful, and uninterrupted compliance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code) is a matter of overriding public importance. Unless specifically stated, no future Budget Act, or related budget enactments, shall, in any manner, be interpreted to suspend, eliminate, or otherwise modify the legal obligation and duty of local agencies to fully comply with Chapter 641 of the Statutes of 1986 in a complete, faithful, and uninterrupted manner.

(Added by Stats. 1991, Ch. 238, Sec. 1.)

54954.5. For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

LICENSE/PERMIT DETERMINATION

Applicant(s): (Specify number of applicants)

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

LIABILITY CLAIMS

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING

(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code:

REPORT INVOLVING TRADE SECRET

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)

Estimated date of public disclosure: (Specify month and year)

HEARINGS

Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)

Discussion will concern: (Specify closed session description used by the joint powers agency)

Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(Amended by Stats. 2012, Ch. 759, Sec. 6.1. (AB 2690) Effective January 1, 2013.)

54954.6. (a) (1) Before adopting any new or increased general tax or any new or increased assessment, the legislative body of a local agency shall conduct at least one public meeting at which local officials shall allow public testimony regarding the proposed new or increased general tax or new or increased assessment in addition to the noticed public hearing at which the legislative body proposes to enact or increase the general tax or assessment.

For purposes of this section, the term "new or increased assessment" does not include any of the following:

- (A) A fee that does not exceed the reasonable cost of providing the services, facilities, or regulatory activity for which the fee is charged.
- (B) A service charge, rate, or charge, unless a special district's principal act requires the service charge, rate, or charge to conform to the requirements of this section.
- (C) An ongoing annual assessment if it is imposed at the same or lower amount as any previous year.
- (D) An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public pursuant to subparagraph (G) of paragraph (2) of subdivision (c) and that was previously adopted by the agency or approved by the voters in the area where the assessment is imposed.
- (E) Standby or immediate availability charges.

(2) The legislative body shall provide at least 45 days' public notice of the public hearing at which the legislative body proposes to enact or increase the general tax or assessment. The legislative body shall provide notice for the public meeting at the same time and in the same document as the notice for the public hearing, but the meeting shall occur prior to the hearing.

(b) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased general tax shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant to Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the first publication of the joint notice pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. Notwithstanding paragraph (2) of subdivision (a), the joint notice need not include notice of the public meeting after the meeting has taken place. The public hearing pursuant to subdivision (a) shall take place no earlier than 45 days after the first publication of the joint notice pursuant to this subdivision. Any written request for mailed notices shall be effective for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(2) The notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

- (A) The amount or rate of the tax. If the tax is proposed to be increased from any previous year, the joint notice shall separately state both the existing tax rate and the proposed tax rate increase.
- (B) The activity to be taxed.
- (C) The estimated amount of revenue to be raised by the tax annually.
- (D) The method and frequency for collecting the tax.
- (E) The dates, times, and locations of the public meeting and hearing described in subdivision (a).
- (F) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the tax.

(c) (1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased assessment on real property or businesses shall be accomplished through a mailing, postage prepaid, in the United States mail and shall be deemed given when so deposited. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the joint mailing pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this

subdivision. The envelope or the cover of the mailing shall include the name of the local agency and the return address of the sender. This mailed notice shall be in at least 10-point type and shall be given to all property owners or business owners proposed to be subject to the new or increased assessment by a mailing by name to those persons whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization assessment roll, or the local agency's records pertaining to business ownership, as the case may be.

(2) The joint notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) In the case of an assessment proposed to be levied on property, the estimated amount of the assessment per parcel. In the case of an assessment proposed to be levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business. If the assessment is proposed to be increased from any previous year, the joint notice shall separately state both the amount of the existing assessment and the proposed assessment increase.

(B) A general description of the purpose or improvements that the assessment will fund.

(C) The address to which property owners may mail a protest against the assessment.

(D) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment.

(E) A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so provides. Notice shall also state the percentage of protests required to trigger an election, if applicable.

(F) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(G) A proposed assessment formula or range as described in subparagraph (D) of paragraph (1) of subdivision (a) if applicable and that is noticed pursuant to this section.

(3) Notwithstanding paragraph (1), in the case of an assessment that is proposed exclusively for operation and maintenance expenses imposed throughout the entire local agency, or exclusively for operation and maintenance assessments proposed to be levied on 50,000 parcels or more, notice may be provided pursuant to this subdivision or pursuant to paragraph (1) of subdivision (b) and shall include the estimated amount of the assessment of various types, amounts, or uses of property and the information required by subparagraphs (B) to (G), inclusive, of paragraph (2) of subdivision (c).

(4) Notwithstanding paragraph (1), in the case of an assessment proposed to be levied pursuant to Part 2 (commencing with Section 22500) of Division 2 of the Streets and Highways Code by a regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 of, or pursuant to Division 26 (commencing with Section 35100) of, the Public Resources Code, notice may be provided pursuant to paragraph (1) of subdivision (b).

(d) The notice requirements imposed by this section shall be construed as additional to, and not to supersede, existing provisions of law, and shall be applied concurrently with the existing provisions so as to not delay or prolong the governmental decisionmaking process.

(e) This section shall not apply to any new or increased general tax or any new or increased assessment that requires an election of either of the following:

(1) The property owners subject to the assessment.

(2) The voters within the local agency imposing the tax or assessment.

(f) Nothing in this section shall prohibit a local agency from holding a consolidated meeting or hearing at which the legislative body discusses multiple tax or assessment proposals.

(g) The local agency may recover the reasonable costs of public meetings, public hearings, and notice required by this section from the proceeds of the tax or assessment. The costs recovered for these purposes, whether recovered pursuant to this subdivision or any other provision of law, shall not exceed the reasonable costs of the public meetings, public hearings, and notice.

(h) Any new or increased assessment that is subject to the notice and hearing provisions of Article XIII C or XIII D of the California Constitution is not subject to the notice and hearing requirements of this section.

(Amended by Stats. 2011, Ch. 382, Sec. 3.5. (SB 194) Effective January 1, 2012.)

54955. The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

(Amended by Stats. 1959, Ch. 647.)

54955.1. Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

(Added by Stats. 1965, Ch. 469.)

54956. (a) (1) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's internet website, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telephone or electronic mail. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

(2) The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of the legislative body or of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(Amended by Stats. 2025, Ch. 327, Sec. 18. (SB 707) Effective January 1, 2026.)

54956.5. (a) For purposes of this section, "emergency situation" means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b) (1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting.

(A) Except as provided in subparagraph (B), the notice required by this paragraph shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this paragraph shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(B) For an emergency meeting held pursuant to this section, the presiding officer of the legislative body, or designee thereof, may send the notifications required by this paragraph by email instead of by telephone, as provided in subparagraph (A), to all local newspapers of general circulation, and radio or television stations, that have requested those notifications by email, and all email addresses provided by representatives of those newspapers or stations shall be exhausted. In the event that internet services and telephone services are not functioning, the notice requirements of this paragraph shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

(Amended by Stats. 2025, Ch. 327, Sec. 19. (SB 707) Effective January 1, 2026.)

54956.6. No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

(Added by Stats. 1980, Ch. 1284.)

54956.7. Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.

(Added by Stats. 1982, Ch. 298, Sec. 1.)

54956.75. (a) Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits from holding closed sessions to discuss its response to that report.

(b) After the public release of an audit report by the Bureau of State Audits, if a legislative body of a local agency meets to discuss the audit report, it shall do so in an open session unless exempted from that requirement by some other provision of law.

(Added by Stats. 2004, Ch. 576, Sec. 4. Effective January 1, 2005.)

54956.8. Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency.

For purposes of this section, "lease" includes renewal or renegotiation of a lease.

Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

(Amended by Stats. 1998, Ch. 260, Sec. 3. Effective January 1, 1999.)

54956.81. Notwithstanding any other provision of this chapter, a legislative body of a local agency that invests pension funds may hold a closed session to consider the purchase or sale of particular, specific pension fund investments. All investment transaction decisions made during the closed session shall be made by rollcall vote entered into the minutes of the closed session as provided in subdivision (a) of Section 54957.2.

(Added by Stats. 2004, Ch. 533, Sec. 20. Effective January 1, 2005.)

54956.86. Notwithstanding any other provision of this chapter, a legislative body of a local agency which provides services pursuant to Section 14087.3 of the Welfare and Institutions Code may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed. Prior to holding a closed session pursuant to this section, the legislative body shall inform the member, in writing, of his or her right to have the charge or complaint heard in an open session rather than a closed session.

(Added by Stats. 1996, Ch. 182, Sec. 2. Effective January 1, 1997.)

54956.87. (a) Notwithstanding any other provision of this chapter, the records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulas or calculations for these payments, and contract negotiations with providers of health care for alternative rates are exempt from disclosure for a period of three years after the contract is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption.

(b) Notwithstanding any other provision of law, the governing board of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors may order that a meeting held solely for the purpose of discussion or taking action on health plan trade secrets, as defined in subdivision (f), shall be held in closed session. The requirements of making a public report of action taken in closed session, and the vote or abstention of every member present, may be limited to a brief general description without the information constituting the trade secret.

(c) Notwithstanding any other provision of law, the governing board of a health plan may meet in closed session to consider and take action on matters pertaining to contracts and contract negotiations by the health plan with providers of health care services concerning all matters related to rates of payment. The governing board may delete the portion or portions containing trade secrets from any documents that were finally approved in the closed session held pursuant to subdivision (b) that are provided to persons who have made the timely or standing request.

(d) Nothing in this section shall be construed as preventing the governing board from meeting in closed session as otherwise provided by law.

(e) The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the Department of Managed Health Care in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(f) For purposes of this section, "health plan trade secret" means a trade secret, as defined in subdivision (d) of Section 3426.1 of the Civil Code, that also meets both of the following criteria:

(1) The secrecy of the information is necessary for the health plan to initiate a new service, program, marketing strategy, business plan, or technology, or to add a benefit or product.

(2) Premature disclosure of the trade secret would create a substantial probability of depriving the health plan of a substantial economic benefit or opportunity.

(Amended by Stats. 2015, Ch. 190, Sec. 65. (AB 1517) Effective January 1, 2016.)

54956.9. (a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

(b) For purposes of this chapter, all expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this chapter.

(c) For purposes of this section, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(d) For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(1) Litigation, to which the local agency is a party, has been initiated formally.

(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

(3) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (2).

(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

(e) For purposes of paragraphs (2) and (3) of subdivision (d), "existing facts and circumstances" shall consist only of one of the following:

(1) Facts and circumstances that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

(2) Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(3) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.

(4) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(5) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body so long as the official or employee of the local agency receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting, which

record shall be available for public inspection pursuant to Section 54957.5. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(f) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1).

(g) Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the paragraph of subdivision (d) that authorizes the closed session. If the session is closed pursuant to paragraph (1) of subdivision (d), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(h) A local agency shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee of the local agency is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

(Amended by Stats. 2021, Ch. 615, Sec. 206. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)

54956.95. (a) Nothing in this chapter shall be construed to prevent a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, for purposes of insurance pooling, or a local agency member of the joint powers agency, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency or a local agency member of the joint powers agency.

(b) Nothing in this chapter shall be construed to prevent the Local Agency Self-Insurance Authority formed pursuant to Chapter 5.5 (commencing with Section 6599.01) of Division 7 of Title 1, or a local agency member of the authority, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member of the authority.

(c) Nothing in this section shall be construed to affect Section 54956.9 with respect to any other local agency.

(Added by Stats. 1989, Ch. 882, Sec. 3.)

54956.96. (a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a local agency member may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.

(B) Other members of the legislative body of the local agency present in a closed session of that local agency member.

(2) Any designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) (1) In addition to the authority described in subdivision (a), the Clean Power Alliance of Southern California, or its successor entity, may adopt a policy or a bylaw or include in its joint powers agreement a provision that authorizes both of the following:

(A) A designated alternate member of the legislative body of the Clean Power Alliance of Southern California, or its successor entity, who is not a member of the legislative body of a local agency member and who is

attending a properly noticed meeting of the Clean Power Alliance of Southern California, or its successor entity, in lieu of a local agency member's regularly appointed member, to attend closed sessions of the Clean Power Alliance of Southern California, or its successor entity.

(B) All information that is received by a designated alternate member of the legislative body of the Clean Power Alliance of Southern California, or its successor entity, who is not a member of the legislative body of a local agency member, and that is presented to the Clean Power Alliance of Southern California, or its successor entity, in closed session, shall be confidential. However, the designated alternate member may disclose information obtained in a closed session that has direct financial or liability implications for the local agency member for which the designated alternate member attended the closed session, to the following individuals:

- (i) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.
- (ii) Members of the legislative body of the local agency present in a closed session of that local agency member.

(2) If the Clean Power Alliance of Southern California, or its successor entity, adopts a policy or bylaw or includes in its joint powers agreement a provision authorized pursuant to paragraph (1), the Clean Power Alliance of Southern California, or its successor entity, shall establish policies to prevent conflicts of interest and to address breaches of confidentiality that apply to a designated alternate member who is not a member of the legislative body of a local agency member who attends a closed session of the Clean Power Alliance of Southern California, or its successor entity.

(c) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a) or (b), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a) or paragraph (1) of subdivision (b).

(d) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

(Amended (as amended by Stats. 2019, Ch. 248, Sec. 1) by Stats. 2024, Ch. 24, Sec. 1. (AB 1852) Effective January 1, 2025. Repealed as of January 1, 2030, by its own provisions. See later operative version, as amended by Sec. 2 of Stats. 2024, Ch. 24.)

54956.96. (a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a local agency member may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

- (A) Legal counsel of that local agency member for purposes of obtaining advice on whether the matter has direct financial or liability implications for that local agency member.
- (B) Other members of the legislative body of the local agency present in a closed session of that local agency member.

(2) A designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a).

(c) This section shall become operative on January 1, 2030.

(Amended (as added by Stats. 2019, Ch. 248, Sec. 2) by Stats. 2024, Ch. 24, Sec. 2. (AB 1852) Effective January 1, 2025. Section operative January 1, 2030, by its own provisions.)

54956.97. Notwithstanding any provision of law, the governing board, or a committee of the governing board, of a public bank, as defined in Section 57600 of the Government Code, may meet in closed session to consider and take action on matters pertaining to all of the following:

- (a) A loan or investment decision.
- (b) A decision of the internal audit committee, the compliance committee, or the governance committee.
- (c) A meeting with a state or federal regulator.

(Added by Stats. 2019, Ch. 442, Sec. 14. (AB 857) Effective January 1, 2020.)

54956.98. (a) For purposes of this section, the following definitions shall apply:

(1) "Shareholder, member, or owner local agency" or "shareholder, member, or owner" means a local agency that is a shareholder of a public bank.

(2) "Public bank" has the same meaning as defined in Section 57600.

(b) The governing board of a public bank may adopt a policy or a bylaw or include in its governing documents provisions that authorize any of the following:

(1) All information received by a shareholder, member, or owner of the public bank in a closed session related to the information presented to the governing board of a public bank in closed session shall be confidential. However, a member of the governing board of a shareholder, member, or owner local agency may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that shareholder, member, or owner local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that shareholder local agency.

(B) Other members of the governing board of the local agency present in a closed session of that shareholder, member, or owner local agency.

(2) A designated alternate member of the governing board of the public bank who is also a member of the governing board of a shareholder, member, or owner local agency and who is attending a properly noticed meeting of the public bank governing board in lieu of a shareholder, member, or owner local agency's regularly appointed member may attend a closed session of the public bank governing board.

(c) If the governing board of a public bank adopts a policy or a bylaw or includes provisions in its governing documents pursuant to subdivision (b), then the governing board of the shareholder, member, or owner local agency, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the public bank governing board pursuant to paragraph (1) of subdivision (b).

(Added by Stats. 2019, Ch. 442, Sec. 15. (AB 857) Effective January 1, 2020.)

54957. (a) (1) This chapter does not prevent the legislative body of a local agency from holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or other law enforcement or security personnel, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, a threat to the public's right of access to public services or public facilities, or a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity.

(2) For purposes of this subdivision, the following definitions apply:

(A) "Critical infrastructure controls" means networks and systems controlling assets so vital to the local agency that the incapacity or destruction of those networks, systems, or assets would have a debilitating impact on public health, safety, economic security, or any combination thereof.

(B) "Critical infrastructure information" means information not customarily in the public domain pertaining to any of the following:

(i) Actual, potential, or threatened interference with, or an attack on, compromise of, or incapacitation of critical infrastructure controls by either physical or computer-based attack or other similar conduct, including, but not limited to, the misuse of, or unauthorized access to, all types of communications and data transmission systems, that violates federal, state, or local law or harms public health, safety, or economic security, or any combination thereof.

(ii) The ability of critical infrastructure controls to resist any interference, compromise, or incapacitation, including, but not limited to, any planned or past assessment or estimate of the vulnerability of critical infrastructure.

(iii) Any planned or past operational problem or solution regarding critical infrastructure controls, including, but not limited to, repair, recovery, reconstruction, insurance, or continuity, to the extent it is related to interference, compromise, or incapacitation of critical infrastructure controls.

(b) (1) Subject to paragraph (2), this chapter does not prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of their right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. This subdivision shall not limit local officials' ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

(Amended by Stats. 2024, Ch. 243, Sec. 1. (AB 2715) Effective January 1, 2025.)

54957.1. (a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(Amended by Stats. 2006, Ch. 538, Sec. 311. Effective January 1, 2007.)

54957.2. (a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a

closed session, to a court of general jurisdiction wherein the local agency lies. The minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

(Amended by Stats. 2021, Ch. 615, Sec. 207. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)

54957.5. (a) Agendas of public meetings are disclosable public records under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), and shall be made available upon request without delay and in compliance with Section 54954.2 or Section 54956, as applicable. However, this section shall not apply to a writing, or portion thereof, that is exempt from public disclosure.

(b) (1) If a writing is a public record related to an agenda item for an open session of a regular meeting of the legislative body of a local agency and is distributed to all, or a majority of all, of the members of a legislative body of a local agency by a person in connection with a matter subject to discussion or consideration at an open meeting of the body less than 72 hours before that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) (A) Except as provided in subparagraph (B), a local agency shall comply with both of the following requirements:

(i) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose.

(ii) A local agency shall list the address of the office or location designated pursuant to clause (i) on the agendas for all meetings of the legislative body of that agency.

(B) A local agency shall not be required to comply with the requirements of subparagraph (A) if all of the following requirements are met:

(i) An initial staff report or similar document containing an executive summary and the staff recommendation, if any, relating to that agenda item is made available for public inspection at the office or location designated pursuant to clause (i) of subparagraph (A) at least 72 hours before the meeting.

(ii) The local agency immediately posts any writing described in paragraph (1) on the local agency's internet website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(iii) The local agency lists the web address of the local agency's internet website on the agendas for all meetings of the legislative body of that agency.

(iv) (I) Subject to subclause (II), the local agency makes physical copies available for public inspection, beginning the next regular business hours for the local agency, at the office or location designated pursuant to clause (i) of subparagraph (A).

(II) This clause is satisfied only if the next regular business hours of the local agency commence at least 24 hours before that meeting.

(c) Writings that are public records described in subdivision (b) and distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) This chapter shall not be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 7922.530, except that a surcharge shall not be imposed on persons with disabilities in violation of Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), including, but not limited to, the ability of the public to inspect public records pursuant to Section 7922.525 and obtain copies of public records pursuant to either subdivision (b) of Section 7922.530 or Section 7922.535. This chapter shall not be construed to require a legislative body of a local agency to place any paid advertisement or any other paid notice in any publication.

(Amended (as amended by Stats. 2021, Ch. 615, Sec. 208) by Stats. 2022, Ch. 971, Sec. 1. (AB 2647) Effective January 1, 2023.)

54957.6. (a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation, subject to all of the following conditions:

(1) Prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

(2) The closed session shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

(3) The closed session may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

(4) Any closed session with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

(5) The closed session shall not include final action on the proposed compensation of one or more unrepresented employees.

(6) For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

(Amended by Stats. 2025, Ch. 327, Sec. 20. (SB 707) Effective January 1, 2026.)

54957.7. (a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

(c) The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

(Amended by Stats. 1993, Ch. 1137, Sec. 15. Effective January 1, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 1137.)

54957.8. (a) For purposes of this section, "multijurisdictional law enforcement agency" means a joint powers entity formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 that provides law enforcement services for the parties to the joint powers agreement for the purpose of investigating criminal activity involving drugs; gangs; sex crimes; firearms trafficking or felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft.

(b) Nothing contained in this chapter shall be construed to prevent the legislative body of a multijurisdictional law enforcement agency, or an advisory body of a multijurisdictional law enforcement agency, from holding closed sessions to discuss the case records of any ongoing criminal investigation of the multijurisdictional law enforcement agency or of any party to the joint powers agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

(Amended by Stats. 2006, Ch. 427, Sec. 1. Effective September 22, 2006.)

54957.9. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

(Amended by Stats. 2025, Ch. 327, Sec. 21. (SB 707) Effective January 1, 2026.)

54957.95. (a) (1) In addition to authority exercised pursuant to Sections 54954.3 and 54957.9, the presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting, including any teleconferenced meeting.

(2) Prior to removing an individual, the presiding member or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior. This paragraph does not apply to any behavior described in subparagraph (B) of paragraph (1) of subdivision (b).

(b) As used in this section:

(1) "Disrupting" means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

(A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.

(B) Engaging in behavior that constitutes use of force or a true threat of force.

(2) "True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

(Amended by Stats. 2025, Ch. 327, Sec. 22. (SB 707) Effective January 1, 2026.)

54957.96. (a) The existing authority of a legislative body or its presiding officer to remove or limit participation by persons who engage in behavior that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting, including existing limitations upon that authority, shall apply to members of the public participating in a meeting via a two-way telephonic service or a two-way audiovisual platform.

(b) For purposes of this section, the following definitions apply:

(1) "Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service. A two-way audiovisual platform may be structured to disable the use of video for the public participants.

(2) "Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

(Added by Stats. 2025, Ch. 327, Sec. 23. (SB 707) Effective January 1, 2026.)

54957.10. Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions to discuss a local agency employee's application for early withdrawal of funds in a deferred compensation plan when

the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

(Added by Stats. 2001, Ch. 45, Sec. 1. Effective January 1, 2002.)

54958. The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

(Added by Stats. 1953, Ch. 1588.)

54959. Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of this chapter, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, is guilty of a misdemeanor.

(Amended by Stats. 1994, Ch. 32, Sec. 18. Effective March 30, 1994. Operative April 1, 1994, by Sec. 23 of Ch. 32.)

54960. (a) The district attorney or any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body, or to determine the applicability of this chapter to past actions of the legislative body, subject to Section 54960.2, or to determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under the laws of this state or of the United States, or to compel the legislative body to audio record its closed sessions as hereinafter provided.

(b) The court in its discretion may, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, order the legislative body to audio record its closed sessions and preserve the audio recordings for the period and under the terms of security and confidentiality the court deems appropriate.

(c) (1) Each recording so kept shall be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording.

(2) The audio recordings shall be subject to the following discovery procedures:

(A) In any case in which discovery or disclosure of the audio recording is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of this chapter has occurred in a closed session that has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with the appropriate court with notice to the governmental agency that has custody and control of the audio recording. The notice shall be given pursuant to subdivision (b) of Section 1005 of the Code of Civil Procedure.

(B) The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the following:

(i) Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency that has custody and control of the recording.

(ii) An affidavit that contains specific facts indicating that a violation of the act occurred in the closed session.

(3) If the court, following a review of the motion, finds that there is good cause to believe that a violation has occurred, the court may review, in camera, the recording of that portion of the closed session alleged to have violated the act.

(4) If, following the in camera review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of this chapter, the court shall, in its discretion, make a certified transcript of the portion of the recording a public exhibit in the proceeding.

(5) This section shall not permit discovery of communications that are protected by the attorney-client privilege.

(Amended by Stats. 2012, Ch. 732, Sec. 1. (SB 1003) Effective January 1, 2013.)

54960.1. (a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.

(b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.

(c) (1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.

(2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.

(3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.

(4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.

(d) An action taken that is alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 shall not be determined to be null and void if any of the following conditions exist:

(1) The action taken was in substantial compliance with Sections 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5.

(2) The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement thereto.

(3) The action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.

(4) The action taken was in connection with the collection of any tax.

(5) Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with subdivision (a) of Section 54954.2, Section 54956, or Section 54956.5, because of any defect, error, irregularity, or omission in the notice given pursuant to those provisions, had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken, if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

(e) During any action seeking a judicial determination pursuant to subdivision (a) if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 has been cured or corrected by a subsequent action of the legislative body, the action filed pursuant to subdivision (a) shall be dismissed with prejudice.

(f) The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of this chapter.

(Amended by Stats. 2002, Ch. 454, Sec. 23. Effective January 1, 2003.)

54960.2. (a) The district attorney or any interested person may file an action to determine the applicability of this chapter to past actions of the legislative body pursuant to subdivision (a) of Section 54960 only if all of the following conditions are met:

(1) The district attorney or interested person alleging a violation of this chapter first submits a cease and desist letter by postal mail or facsimile transmission to the clerk or secretary of the legislative body being accused of the violation, as designated in the statement pertaining to that public agency on file pursuant to Section 53051, or if the agency does not have a statement on file designating a clerk or a secretary, to the chief executive officer of that agency, clearly describing the past action of the legislative body and nature of the alleged violation.

(2) The cease and desist letter required under paragraph (1) is submitted to the legislative body within nine months of the alleged violation.

(3) The time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b) has expired and the legislative body has not provided an unconditional commitment pursuant to subdivision (c).

(4) Within 60 days of receipt of the legislative body's response to the cease and desist letter, other than an unconditional commitment pursuant to subdivision (c), or within 60 days of the expiration of the time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b), whichever is earlier, the party submitting the cease and desist letter shall commence the action pursuant to subdivision (a) of Section 54960 or thereafter be barred from commencing the action.

(b) The legislative body may respond to a cease and desist letter submitted pursuant to subdivision (a) within 30 days of receiving the letter. This subdivision shall not be construed to prevent the legislative body from providing an unconditional commitment pursuant to subdivision (c) at any time after the 30-day period has expired, except that in that event the court shall award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to this section, in accordance with Section 54960.5.

(c) (1) If the legislative body elects to respond to the cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate this chapter, that response shall be in substantially the following form:

To _____:

The [name of legislative body] has received your cease and desist letter dated [date] alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

[Describe alleged past action, as set forth in the cease and desist letter submitted pursuant to subdivision (a)]

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the [name of legislative body] hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above.

The [name of legislative body] may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Very truly yours,

[Chairperson or acting chairperson of the legislative body]

(2) An unconditional commitment pursuant to this subdivision shall be approved by the legislative body in open session at a regular or special meeting as a separate item of business, and not on its consent agenda.

(3) An action shall not be commenced to determine the applicability of this chapter to any past action of the legislative body for which the legislative body has provided an unconditional commitment pursuant to this subdivision. During any action seeking a judicial determination regarding the applicability of this chapter to any past action of the legislative body pursuant to subdivision (a), if the court determines that the legislative body has provided an unconditional commitment pursuant to this subdivision, the action shall be dismissed with prejudice. Nothing in this subdivision shall be construed to modify or limit the existing ability of the district attorney or any interested person to commence an action to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body.

(4) Except as provided in subdivision (d), the fact that a legislative body provides an unconditional commitment shall not be construed or admissible as evidence of a violation of this chapter.

(d) If the legislative body provides an unconditional commitment as set forth in subdivision (c), the legislative body shall not thereafter take or engage in the challenged action described in the cease and desist letter, except as provided in subdivision (e). Violation of this subdivision shall constitute an independent violation of this chapter, without regard to whether the challenged action would otherwise violate this chapter. An action alleging past violation or threatened future violation of this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(e) The legislative body may resolve to rescind an unconditional commitment made pursuant to subdivision (c) by a majority vote of its membership taken in open session at a regular meeting as a separate item of business not on its consent agenda, and noticed on its posted agenda as "Rescission of Brown Act Commitment," provided that not less than 30 days prior to such regular meeting, the legislative body provides written notice of its intent to consider the rescission to each person to whom the unconditional commitment was made, and to the district attorney. Upon rescission, the district attorney or any interested person may commence an action pursuant to subdivision (a) of Section 54960. An action under this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(Added by Stats. 2012, Ch. 732, Sec. 2. (SB 1003) Effective January 1, 2013.)

54960.5. A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960, 54960.1, or 54960.2 where it is found that a legislative body of the local agency has violated this chapter. Additionally, when an action brought pursuant to Section 54960.2 is dismissed with prejudice because a legislative body has provided an unconditional commitment pursuant to paragraph (1) of subdivision (c) of that section at any time after the 30-day period for making such a commitment has expired, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of that action caused the legislative body to issue the unconditional commitment. The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 or 54960.1 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

(Amended by Stats. 2012, Ch. 732, Sec. 3. (SB 1003) Effective January 1, 2013.)

54961. (a) No legislative body of a local agency shall conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every local agency as defined in Section 54951.

(b) No notice, agenda, announcement, or report required under this chapter need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

(Amended by Stats. 2007, Ch. 568, Sec. 35. Effective January 1, 2008.)

54962. Except as expressly authorized by this chapter, or by Sections 1461, 1462, 32106, and 32155 of the Health and Safety Code, or by Sections 37606, 37606.1, and 37624.3 of the Government Code as they apply to hospitals, or by any provision of the Education Code pertaining to school districts and community college districts, no closed session may be held by any legislative body of any local agency.

(Amended by Stats. 2006, Ch. 157, Sec. 2. Effective January 1, 2007.)

54963. (a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, "confidential information" means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grandjury.

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.

(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.

(Added by Stats. 2002, Ch. 1119, Sec. 1. Effective January 1, 2003.)



INSTRUCTIONAL SERVICE AGREEMENT

Date: April 3, 2025

THIS INSTRUCTIONAL SERVICE AGREEMENT ("Agreement") is hereby entered into by the **SONOMA COUNTY JUNIOR COLLEGE DISTRICT**, ("DISTRICT"), and _____, hereinafter referred to as the CONTRACTOR. DISTRICT and CONTRACTOR are individually referred to as "Party" and collectively as "Parties."

RECITALS

Whereas, the DISTRICT is authorized by the California Education Code (Education Code) and Title 5 of the California Code of Regulations (Title 5), to conduct Contract Instruction, Assessment, and Counseling Services to serve community needs; and

Whereas, the DISTRICT desires to contract with CONTRACTOR to provide educational services to meet the educational needs and requirements of CONTRACTOR's in-service personnel including Firefighters/EMT, Firefighter/Paramedics, Paramedics, EMTs, Fire Engineers, Fire Officers, and Chief Officers (all class participants are in-service fire personnel and shall hereafter be referred to as "students") as set forth herein; and

Whereas, the CONTRACTOR agrees to provide services to the DISTRICT enumerated in this Agreement for the purpose of offering educational programs for students; and

Whereas, the community's interest, convenience and general welfare will be served by this Agreement:

RECITALS

Now, therefore, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, the DISTRICT and CONTRACTOR mutually agree as follows:

A. CONTRACTOR's Responsibilities:

1. **Independent Contractor.** CONTRACTOR, in the performance of this Agreement, shall be and shall act as an independent contractor. CONTRACTOR understands and agrees that all of its employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided to employees of the DISTRICT or to which DISTRICT's employees are normally entitled, including, but not limited to, State unemployment compensation or Worker's compensation.
2. **INSTRUCTION.** The CONTRACTOR shall provide instructors, facilitators, equipment, materials, day-to-day management support, and all other related overhead necessary to

conduct the DISTRICT'S "(JC) Instructional Service Agreement," (ISA) courses, specifically including as follows:

Service: Course offered FIRE 101 - Professional Training and Continuing Education for Fire Service

- The estimated number of students that will be served May 28, 2025 – May 23, 2026, is 150.
- The Instructor(s) of Record, locations and days and times the course will be held are listed below:

Instructor of Record	Location	Days & Times
Varied- see attached list	Varied within district and response area	Monday - Sunday 8:00 am - 10:00 pm

The named instructor(s) meet or exceed the minimum qualifications listed in Exhibit "C."

Minimum Qualifications for Faculty and Administrators in California Community Colleges (Fire Technology)

- Any Bachelor's degree or higher in the discipline directly related to the faculty member's teaching assignment and two years of professional experience.
- Or, any Associates degree in the discipline directly related to the faculty member's teaching assignment and six years of professional experience.

For each instructor, the CONTRACTOR will provide to DISTRICT documentation satisfying minimum qualifications requirements for the instructional assignment(s). DISTRICT will ensure timely review and response as the determination of each instructor's eligibility. CONTRACTOR may allow the appearance of a Guest Lecturer(s) to assist in the presentation of any given course pursuant to Education Code 78022. Guest Lecturer(s) shall only be used under the supervision, direction and control of the assigned instructor to provide supplemental information regarding their expertise.

3. Whenever the CONTRACTOR engages in activities at locations other than the above facilities, the CONTRACTOR will provide to the DISTRICT the names and addresses of these locations. Such venues shall be clearly identified as open, public locations.

4. The CONTRACTOR sponsors and administers the FIRE 101 course, following the DISTRICT Course Outline of Record, that is designed to provide unique learning opportunities for this in-service fire training course; updates, improves, and assesses the knowledge, skills, and abilities of fire crews. Students will be provided current knowledge and techniques needed to maintain and improve fire service skills. Courses may be at agency sites or at selected locations within the DISTRICT boundaries or previously agreed

upon locations outside the DISTRICT boundaries. The educational course is not otherwise available for this student population through traditional DISTRICT offerings.

Specific topics included within the course are as follows:

Topics may include fire service administration, suppression, emergency medical services, fire prevention, wellness and fitness, rescue, leadership/management, and command and control. During the course students can complete Paramedic and/or Emergency Medical Technician (EMT)-1 recertification and continuing education, wildland/urban interface training. Other topics include hazardous materials, weapons of mass destruction, Motor Vehicle Incident (MVI) Mass Casualty Incident (MCI) training, Aircraft Rescue Firefighting (ARFF), and incident command position responsibilities. This course satisfies annual mandatory continuing education requirements of local Fire Agencies, Sonoma County Health Department, the California State Fire Marshal's Office, and appropriate sections of the California Code of Regulations. It is designed for individuals required to update in current laws or recent changes to federal, state, or local mandates. This course will also cover current skills and topics related to public safety training.

5. The CONTRACTOR shall notify the DISTRICT when substantial changes in curriculum are recommended. The DISTRICT will review and authorize appropriate changes prior to implementation.

6. The CONTRACTOR shall maintain students' performance objectives for this course. A report on the accomplishment of these objectives will be provided by the CONTRACTOR upon request. These reports shall be retained for a period of five (5) years.

7. **Cooperation.** The CONTRACTOR shall cooperate with the DISTRICT to ensure all personnel, equipment, and materials used in carrying out its responsibilities under this Agreement conform to Education Code and Title 5 mandated standards governing instructional programs, including minimum qualifications for instructors.

8. **Duty.** CONTRACTOR assumes the full responsibility for the acts and/or omissions of its employees, instructors, or agents as they relate to the services to be provided under this Agreement. Nothing in this Agreement shall give the CONTRACTOR authority with respect to any DISTRICT decision beyond the rendition of information, advice, recommendation, or counsel except as otherwise provided herein. CONTRACTOR is not authorized to make any representation, contract or commitment on behalf of DISTRICT. The foregoing notwithstanding, pursuant to Title 5 of the California Code of Regulations, Section 58058, subdivision (b), the DISTRICT is contracting with CONTRACTOR for instruction, which must be approved by the DISTRICT and in accordance with the DISTRICT'S curriculum. Therefore, this Agreement hereby specifies that the DISTRICT has the primary right to control and direct the activities of the persons (On-Site Supervisor and Instructors) furnished by CONTRACTOR during the term of this Agreement. In addition, the DISTRICT shall enter into a written contract with the CONTRACTOR'S designated "On-Site Supervisor" and instructors in accordance with Title 5 of the California Code of Regulations, Section 58058, subdivision (b), but as provided therein the instructor shall continue to be an employee of CONTRACTOR, and as such, CONTRACTOR shall retain all liabilities and employment responsibilities associated with such instructors. (See Exhibit "C" for specifics and requirements of the instructors and Exhibit "G" for the on-site supervisor and Exhibit "E" for the instructor contract details)

9. **Non-Discrimination.** CONTRACTOR agrees that it will not engage in unlawful

discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical conditions, veteran's status, marital status, or age, or sex of such person.

10. Applicable Law. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment, and personnel engaged in operations covered by this Agreement or occurring out of the performance of such operations.

11. Assignment. Duties and responsibilities of the CONTRACTOR shall not be delegated, sub-contracted, or assigned to any other entity or person without the prior written consent of the DISTRICT.

B. DISTRICT's Responsibilities:

1. The DISTRICT shall ensure that all necessary approvals for the course have been met and that the course meets any applicable criteria or standards established by State regulation.
2. Supervise and control instruction. The instruction to be provided under this contract shall be under the immediate supervision and control of a District Employee (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational subject in a California Community College. (See Exhibit "C" for minimum requirements.)
3. Instructor who is not a DISTRICT employee – DISTRICT's responsibilities where CONTRACTOR's instructors are not a paid employee of the District, the District shall have written agreements with each such instructor who is conducting instruction for which Full Time Equivalency Students (FTES) are reported. The agreement shall state that the District has the primary right to control and direct the instructional activities of the CONTRACTOR and its Instructors when the CONTRACTOR is teaching District courses. (See Exhibit "C")
4. Qualifications of Instructors. DISTRICT shall list the minimum qualifications for instructors teaching this course. Such Qualifications shall be consistent with requirements specified by the State Chancellors Office.
5. DISTRICT's Control and Direction of Instructors. District shall demonstrate control and direction through such actions as: providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide its hourly instructors on campus.
6. Course of Instruction. The course is specified in Exhibit F to this Agreement. It is the DISTRICT's responsibility to ensure that the course outline of record is approved by the DISTRICT's Curriculum Committee is consistent with Title 5 course standards and that the course has been approved by the DISTRICT's Board of Trustees.
7. Enrollment. DISTRICT will advise CONTRACTOR of the enrollment period, student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, policy regarding the supervision and evaluation of students, and the procedure applicable to the withdrawal of students prior to completion of the course.
8. Obtaining Approval of Degree and Certificate Programs is DISTRICT's responsibility. It is required that degree and certificate programs have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or DISTRICT must have received delegate authority to separately approve those courses locally.

9. Classes Held Outside of DISTRICT. If the classes are to be located outside the boundaries of the DISTRICT, the DISTRICT must comply with the requirements of Title 5, Sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-District facilities.
10. Certification. DISTRICT is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources. (Title 5, section 58051.5)

C. Payment Terms and Conditions

1. The funds allocated to the CONTRACTOR shall be contingent upon state enrollment caps and the general financial condition of the DISTRICT. The formula used to project the annual amount shall be based on the actual FTES earned during Summer and Fall and the projected FTES for Spring. The Agreement shall be reviewed each year on March 1st. Should the actual FTES earned during Summer and Fall exceed the projection, an Addendum to increase the FTES may be initiated.

Hours Allocated for year 2025-26 (A)	Estimated Revenue for 2025-26 (Based on projected Hours x \$3.50)
5,948	\$20,818

The revenue indicated in the above box is based on projection only of total student contact hours (the "Hours"). Payments shall be made based on actual Hours generated and therefore may be less.

2. Fees

- a. CONTRACTOR Fee and Expenses. In consideration of the services provided herein, The fee to be paid by DISTRICT to CONTRACTOR is: \$3.50 per student contact hour eligible for state general apportionment.
- b. The CONTRACTOR shall not collect weekly student contact hours on those legal holidays the DISTRICT observes. The CONTRACTOR shall not collect weekly student contact hours during times instruction is not taking place. See Exhibit "B" SRJC Academic Calendar.
- c. The DISTRICT shall reimburse the CONTRACTOR only for instructional services rendered from monies generated by FTES and therefore, not for student services funded by another source. CONTRACTOR hereby certifies that the instructional activity to be conducted is not, and will not, be fully funded by other sources.

3. Invoices

- a. The CONTRACTOR shall invoice the DISTRICT at the end of the semester, supplying documentation acceptable to the DISTRICT of student contact hours.

- b. The CONTRACTOR shall use the apportionment received as compensation for services under this agreement for educational and training related purposes as they relate to fire and public safety training programs.
4. Open Enrollment. The DISTRICT and CONTRACTOR agree that enrollment in the course must be open to any person who has been admitted to the college and has met the applicable prerequisites (Title 5, Section 51006 and 59106). The District's policy on open enrollment is published in the college catalog and schedule of classes (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, section 55005). The course will be fully open to enrollment and participation of the public and prerequisites for the courses shall not be established or construed so as to prevent academically qualified persons who are not employed by agencies in the criminal justice system from enrolling in and attending the course. (Title 5, section 58051(c)).
5. DISTRICT Enrollment Fees.
 - a. The DISTRICT shall deduct from the payment to the CONTRACTOR for transportation and enrollment fees set forth by the State Legislature and other fees meeting the requirements set forth in the Student Fee Handbook by the California Community Colleges Chancellor's Office.
 - b. The CONTRACTOR recognizes that out-of-state tuition fees will be charged for students who are not California residents. The deduction will include documentation that includes course name, course date, first and last name of student and the cost for each student.
6. The CONTRACTOR shall maintain current, accurate records of student attendance. The actual number of attendance hours of each student each day shall be recorded to the nearest quarter hour. The CONTRACTOR shall submit at the end of each semester the daily attendance hours of the individual students. The CONTRACTOR shall certify and itemize the semester student contact hours on the invoice according to each course section number. The CONTRACTOR shall submit this data on forms in accordance with procedures developed by the DISTRICT and indicate the DISTRICT Purchase Order number on each invoice.
7. The CONTRACTOR shall submit the semester invoice to the District only after the final hours and Pass/No Pass have been submitted for each student. Records will be open for review at all times by officials of the District.
8. The contract amount per student may not exceed the total direct and indirect costs to provide the same training by the DISTRICT.
9. All records related to income, expenditures and attendance applicable to the Agreement shall be made available for audit by the state or federal government and will be retained by CONTRACTOR for five (5) years or one year after audit, whichever comes first. CONTRACTOR shall provide such records to DISTRICT at the end of each semester. In addition, access by approved DISTRICT employees shall be provided upon request.

D. Insurance

1. The CONTRACTOR shall, during the term of this Agreement, maintain at the

CONTRACTOR's sole expense all necessary and legally required insurance for its officers, agents and employees, including but not limited to, workers' compensation, disability and unemployment insurance, and to provide the DISTRICT with certification upon request.

2. The CONTRACTOR shall also provide, when required by law and at the CONTRACTOR's own expense, workers' compensation coverage for any student employed pursuant to this Agreement.
3. The CONTRACTOR, in order to protect the DISTRICT, the Board of Governors of the California Community Colleges, and the State of California and its agents, employees, and officers against claims and liability for death, injury, loss, and damage arising out of or in any manner connected with the performance and operation of the terms of this Agreement, shall secure and maintain in force during the entire term of this Agreement an insurance policy in the amount of not less than two million dollars (\$2,000,000.00) for each person for bodily injury, five hundred thousand dollars (\$500,000.00) for each occurrence of property damage, and aggregate liability coverage of three million dollars (\$3,000,000.00). Said insurance should be provided through an admitted insurance carrier approved by the DISTRICT, authorized to do such public liability and property damage insurance business in the State of California. Said policy of insurance shall expressly name the DISTRICT, the Board of Governors of the California Community Colleges, and the State of California, and their agents, employees and officers as additional insured. A copy of said policy shall be furnished to the DISTRICT.

E. Indemnification

1. The CONTRACTOR shall indemnify, hold harmless, and, defend the DISTRICT, the Board of Governors of the California Community Colleges, and the State of California and their respective agents, employees and officers from and against all loss, cost, expense, claims or liability including reasonable costs and attorneys' fees, arising out of the making, performance or operation of this Agreement, excepting only such injury or harm as may be caused solely and exclusively by the DISTRICT's negligence. Such indemnification and defense shall extend to all claims, demands, or liabilities occurring after termination of the Agreement as well as during the term of the Agreement.

F. Additional terms and conditions:

1. All students engaged in educational activities shall be under the immediate supervision and control of instructors who meet current minimum qualifications set by the DISTRICT in the subject area and who have entered into a contract with the DISTRICT in connection with their service under this program (see Exhibits "C" & "E"). "Immediate supervision and control" shall be as defined in CCR Title 5 58056(a) which is incorporated herein by reference. If there is a change to the current "Instructor of Record" the CONTRACTOR shall notify the DISTRICT before the change occurs. The CONTRACTOR shall verify that the replacement instructor meets minimum qualifications.
2. The appearance and conduct of the instructor(s) shall at all times exemplify the highest standards of the teaching profession.

3. No Assignment. Nothing contained in this Agreement shall be construed to permit any party hereto to assign or transfer any rights under this Agreement and any such assignment or transfer is expressly prohibited and void unless otherwise approved in writing by the parties to this Agreement.
4. Direct salaries and benefits to instructors shall be provided by the CONTRACTOR. Maximum number of instructional hours claimed per student shall not exceed 8 hours per day nor exceed 40 hours per week.
5. The CONTRACTOR represents that its physical facilities meet requirements of State and local safety and health regulations. The facilities at which instruction is given, and all furniture and equipment used, shall be in good working order and operating condition. Together with the general decor of the premises, the highest standards are represented. In addition, the materials and supplies used in the instructional program shall be suitable for the course offered and the number of students in attendance.

There will be exterior locations such as field, training grounds, buildings, etc. Classes Held Outside of College: If the classes subject to this Agreement are located outside the boundaries of the College, the College must comply with the requirements of Title 5 of the California Code of Regulations Sections 55240 through 55232 concerning approval by adjoining high school or community college Colleges and use of non-College facilities.

It shall be the DISTRICT's sole judgment as to whether the aforementioned standards have been met. In the event the DISTRICT notifies the CONTRACTOR of their failure to meet these requirements, the CONTRACTOR shall either correct the deficiency within three (3) working days, or else supply the DISTRICT with a written statement on how and when the CONTRACTOR will correct the deficiency.

6. The CONTRACTOR ensures that its programs, facilities, and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color or physical or mental disability. The designated course is subject to Community College open enrollment requirements (*employment as prerequisite is prohibited*) as set forth in Section C, paragraph 4 above.
7. The CONTRACTOR and the DISTRICT shall ensure that ancillary and support services are provided for students, including but not limited to counseling and guidance and placement assistance. Such ancillary and support service are the primary responsibility of the CONTRACTOR.
8. The CONTRACTOR shall provide qualified instructional staff in a ratio consistent with guidelines provided by National Fire Protection Agency (NFPA) and State Fire Training (SFT) as needed.
9. The CONTRACTOR represents that its financial resources are adequate to ensure operation for the duration of this Agreement and the CONTRACTOR operates on the basis of sound administrative policies and adheres to ethical practices.
10. The CONTRACTOR represents that it is free of any pending or existing proceedings against its license, status as a vendor or that of any of its instructors; or, in the alternative, that it can show to the satisfaction of the DISTRICT by way of written evidence that such proceedings are without merit.

10. The DISTRICT certifies that it does not receive full compensation for the direct education costs of courses provided pursuant to this Agreement from any public or private agency, individual or group of individuals other than its community college funding.
11. The CONTRACTOR guarantees non-overlap with other funding sources. The instructional hours are conducted as FTES under courses through the Fire Technology Department of the DISTRICT, and the CONTRACTOR certifies that no student contact hours will be submitted to the DISTRICT which also have been or will be submitted for California Fire Fighter Joint Apprenticeship Committee (CFF JAC), funding or state sponsored colleges.
12. For purposes of this Agreement, the rules and regulations governing the transfer, enrollment, supervision, evaluation, and withdrawal of students shall be the same as is stated in the Sonoma County Junior College District catalog.
13. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
14. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein shall be binding on any of the parties hereto.
15. The parties to this contract agree to promote equal employment opportunities through its policies and regulations. This means that both parties will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientations, national origin, age, disabled, or veteran status. Additionally, the parties will provide an environment that is free from sexual harassment, as well as harassment and intimidation because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
16. The parties understand and agree that education records of students and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30. The parties agree to hold all student education records generated pursuant to this Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the eligible student's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b).)
17. Limitation on Use. The parties understand and agree that each party shall use each student education record that he or she may receive pursuant to this Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to federal and state law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, a)
18. Recordkeeping Requirements. The parties understand and agree that they shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 as applicable.
19. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its

authorized representative or agent on this Agreement, Agency and District hereby acknowledge that they had been provided with the notice required under 34 C.F.R. § 99.33(d) that they are strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the eligible student's written consent.

20. The DISTRICT and the CONTRACTOR reserve the right to terminate this Agreement at any time, with or without cause, by giving at least sixty (60) days written notice to the other Party.
21. This Agreement is subject to the approval of the California Community Colleges Chancellor's Office. The DISTRICT reserves the right to modify the Agreement upon thirty (30) days prior notice, in the event state funding which supports contract instruction with non-profit agencies is reduced or the California Community Colleges Chancellor's Office modifies its approval or its funding for the Agreement. If the Chancellor's Office decides to eliminate state funding for this program, this Agreement shall be terminated on the date of that decision.
17. Each organization shall identify one person from its staff who shall have primary responsibility for that organization in providing the program that is the subject of this Agreement.
18. Any notice given under this Agreement shall be deemed given when served upon the contacts below or when deposited by certified mail in Sonoma County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows respectively:

DISTRICT

Contact: Joshua Adams
Title: Dean, Academic Affairs
Address: 1501 Mendocino Avenue, Santa Rosa, CA 95401
Phone: (707) 524-1731
Email: jadams2@santarosa.edu

CONTRACTOR

Contact: xxxxxxxx
Title: xxxxxxxx
Address: xxxxxx
Phone: xxxxxxxx
Email: xxxxxx

G. Term and Effective Date

1. This Agreement shall be effective for a term of May 28, 2025 and ending May 23, 2026. It may be renewed by the organizations for additional one year periods. Any amendments or adjustments reasonably necessary shall be made from time-to-time by mutual Agreement within each one year period.

H. Signatures

1. To become effective, this Agreement **must be signed and returned to the DISTRICT no later than Friday, May 2, 2025.**

CONTRACTOR:

DISTRICT:

Executive Director

Stephanie Jarrett

Title

VP, Finance & Administrative Services.

Tax ID #

Tax ID # 94-6033759

Date

Date

Attachments:

- Exhibit A: List of Additional Instructional Locations Provided by Departments (if applicable)
- Exhibit B: SRJC Academic Calendar
- Exhibit C: Minimum Qualifications for Instructors
- Exhibit D: Semester based Agency Check List
- Exhibit E: Instructor of Record Agreement(s)
- Exhibit F: SRJC Course Outline(s) of Record
- Exhibit G: Non-Employee On-Site Supervisor Agreement

Exhibit B Academic Calendar 2025-2026

Summer Semester 2025

TBD	Summer class schedule available (www.santarosa.edu) *
Monday, June 16, 2025	CLASSES BEGIN
Thursday, June 19, 2025	Juneteenth Holiday (No classes, District closed)
Monday, July 7, 2025	Independence Day Holiday observed (No classes, District closed)
FINAL EXAM GIVEN AT LAST CLASS MEETING FOR ALL SUMMER CLASSES	
Tuesday, August 12, 2025	Last day of summer term
Friday, August 15, 2025	Final grade rosters due
Saturday, August 16, 2025	Summer term processing finalized

Fall Semester 2025

TBD	Fall class schedule available (www.santarosa.edu)*
Wednesday, August 13, 2025	Professional Development Flex Day (No classes or activities)
Thursday, August 14, 2025	District-designated activities (No classes)
Friday, August 15, 2025	Mandatory Professional Development Activities Institutional Day (No classes, Minimal Services)
Monday, August 18, 2025	CLASSES BEGIN
Sunday, August 24, 2025	Last day to register/add semester length class without instructor's signature or add code
Sunday, August 31, 2025	Last day to drop semester length class and be eligible for a refund
Monday, September 1, 2025	Labor Day Holiday (No classes, District closed)
Sunday, September 7, 2025	Last day to register/add semester length class with the instructor's signature or add code
Sunday, September 7, 2025	Last day to drop a semester length class without "W" symbol
Monday, September 8, 2025	First Census Day
Wednesday, September 17, 2025	Constitution Day and Citizenship Day (Classes will meet)
Friday, September 26, 2025	Native American Day (No classes, District closed)
Monday, October 20 - Sunday, November 16, 2025	Midterm progress indicators posted in student portal
Tuesday, November 11, 2025	Veterans Day Holiday (No classes, District closed)
Sunday, November 16, 2025	Last day to drop a semester length class with "W" symbol
Thursday, November 27 - Sunday, November 30, 2025	Fall Break (No classes, District closed)
Friday, November 28, 2025	Professional Development 1/2 Flex Day (No classes or activities, District closed)
Friday, December 12, 2025	Last day to opt for P/NP for a semester length class

Exhibit B Academic Calendar 2025-2026

Saturday, December 13 - Friday, December 19, 2025 Final Examinations

Saturday, December 20, 2024 - Sunday, January 11, 2026 Semester Break (No classes)

Friday, January 2, 2026

Final grade rosters due

Saturday, January 3, 2026

Fall semester processing finalized

Spring Semester 2026

TBD

Spring class schedule available (www.santarosa.edu) *

Monday, January 12, 2026

CLASSES BEGIN

Monday, January 19, 2026

Dr. Martin Luther King Jr. Day Holiday (No classes, District Closed)

Sunday, January 18, 2026

Last day to register/add semester length class without instructor's signature or add code

Sunday, January 25, 2026

Last day to drop semester length class and be eligible for a refund

Sunday, February 1, 2026

Last day to register/add semester length class with the instructor's signature or add code

Sunday, February 1, 2026

Last day to drop a semester length class without "W" symbol

Monday, February 2, 2026

First Census Day

Friday, February 13, 2026

Lincoln's Day Holiday Observance (No classes, District closed)

Saturday, February 14 - Sunday, February 15, 2026

Saturday and Sunday (Classes will meet)

Monday, February 16, 2026

Washington's Day Holiday (No classes, District closed)

Monday, March 16 - Sunday, March 22, 2026

Spring Break (No classes)

Thursday, March 19, 2026

Professional Development Flex Day (No classes)

Friday, March 20, 2026

Professional Development 1/2 Flex Day (No classes)

Monday, March 23 - Sunday, April 19, 2026

Midterm progress indicators posted in student portal

Tuesday, March 31, 2026

Cesar Chavez / Dolores Huerta Day (No classes, District closed)

Sunday, April 19, 2026

Last day to drop a semester length class with "W" symbol

Friday, May 15, 2026

Last day to opt for P/NP for a semester length class

Saturday, May 16 - Friday, May 22, 2026

Final Examinations

Saturday, May 23, 2026

Commencement Exercises

Monday, May 25, 2026

Memorial Day Holiday (No classes, District closed)

Tuesday, May 26, 2026

Asian American & Pacific Islander Day (No classes, District closed)

Friday, May 29, 2026

Final grade rosters due

Saturday, May 30, 2026

Spring semester processing finalized

SRJC Fire Technology Minimum Qualifications

Minimum Qualifications are based on the California Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook. [Minimum Qualifications | California Community Colleges Chancellor's Office](#)

Required:

Bachelor's degree in the discipline directly related to the faculty member's teaching assignment **AND** two years of full-time (or part-time equivalent) related experience; **OR** an Associate's degree in the discipline directly related to the faculty member's teaching assignment **AND** six years of full-time (or part-time equivalent) related experience; **OR** the equivalent; **OR** a fully satisfied (Life) California Community College Instructors Credential in Fire Science.

Requires a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Instructional Service Agreement Procedures:

Exhibit D

Fiscal Year 2025-2026



Adding New or Returning Students to the Official Roster

Student Directions

APPLY FOR ADMISSION

If you have never attended SRJC OR have not attended SRJC within the last year (or two semesters), please proceed directly to the application form:

1. [Watch the Tutorial Here](#) to learn how to create a CCC Apply account. If you need additional help, please reach out to the [SRJC Welcome and Connect Center](#).

Note: If you are a returning student, you can log in. If you are a new student, you will have to create a new account first.

2. **Apply for Admissions:** [CCC Apply Application Form Link](#)
3. **In the application, please select the following information:**
 - a. **Term Applying For:** Spring 2025
 - b. **Education Goal:** Maintain certificate or license
 - c. **Major Category:** Public Safety
 - d. **Intended Major or Program of Study:** Fire (Cert)
4. **Submit your application.**
5. **Check your email:** After applying, you'll receive an email with your SRJC student identification number (Student ID) and further instructions. (An example of this email can be found below.)
 - a. Receiving *the email can take up to 24 hours.*
6. **Email your student ID to your On-Site Supervisor.**
 - a. *Please note that the email from SRJC with your student ID can take up to 24 hours.*

EXAMPLE: Student letter with Student ID

Dear [STUDENT]

Welcome and congratulations on your acceptance to Santa Rosa Junior College. You have been accepted for the following term(s): Spring 2025 (begins January 13, 2025)

Please read all of this letter as it may have information regarding priority registration, holds, your residence status, and important links.

Your unique SRJC Student ID number is: **8XX-XXX-XXX**. Please keep this number in a safe place, as you will use it for all of your transactions as a student at SRJC including accessing your student portal (myCubby). In order to login to the SRJC Student Portal, you will need your SRJC pin code. To obtain your SRJC pin code visit [the Login Help page](#).

To enroll in classes, log on to the [Student Portal](#).

If you are a new or returning student, please know that you are required to complete the following steps to earn registration priority at SRJC:

Step 1. Apply for admission--***Congratulations! This step is completed***

Step 2. [Check and understand your placement](#)

Step 3. [Complete the online orientation](#)

Step 4. [Create an Education Plan with a Counselor](#)

Step 5. [Enroll for classes](#)

For further details on how to complete these steps, please visit [Steps for Students](#).

SRJC makes college affordable. Don't forget to apply for [financial aid](#)!

Please visit our [Student Services](#) website and explore the many Student Services available to our students. Pertinent dates and deadlines for classes by semester are available on the [Academic Calendar](#).

Learn about your FERPA rights. Visit our annual [FERPA Notification](#) to students.

As a new or returning student, you have been automatically enrolled in **SRJC's emergency messaging system called Regroup**. When an emergency occurs, you will receive either a text message, email or both.

How was the College Application process? Please take a moment to complete this very short [Application Support Survey](#) and share any challenges you've encountered during the application process so we can work on addressing them effectively.

We want you to have a successful, satisfying educational experience, and encourage you to take full advantage of all that Santa Rosa Junior College has to offer. We look forward to supporting your academic and personal success at Santa Rosa Junior College.

Sincerely,



Vayta Smith

Director, Admissions & Records and Enrollment Services

Instructor of Record/On-Site Supervisor Directions

Once the Instructor of Record or the On-Site Supervisor receives the student ID number, then they can be enrolled in the Fire 101 class. The Instructor of Record or the On-Site Supervisor enrolls them using the following link: [ISA Enrollment Sheets](#)

As the Instructor/On-Site supervisor you will need to fill in the following information

1. The year and semester in which you are submitting for.
2. Input the Instructor/On-site Supervisor
3. Input the Instructor/On-site Supervisor email address
4. Choose your Fire department/organization from the drop-down menu
5. Input name of student
6. Input Student's SRJC Student ID #
7. Student start date
8. Instructor/On-site Supervisor Signature

 **SANTA ROSA JUNIOR COLLEGE**
CREDIT ENROLLMENT SHEET
For Instructor Use Only

Course Title and Number* <input type="text" value="Fire 101"/> <small>EXAMPLE: OA.501</small>	Section Number* <input type="text" value="6420,6421,6422,6423,6424,6427,6428,6429,6431,6432"/> <small>EXAMPLE: 8768</small>
Semester* <div style="border: 1px solid red; padding: 2px;">Required field</div> <p><input type="radio"/> Summer <input type="radio"/> Fall <input type="radio"/> Spring</p>	Year* <input type="text"/> <small>Example: 2020</small>
SRJC Instructor Name* <input type="text" value="Ken Sebastiani"/>	
SRJC Instructor Email* <input type="text" value="ksebastiani@santarosa.edu"/>	
Instructor/On site supervisor name* <input type="text"/>	
Instructor/On site supervisor e-mail* <input type="text"/>	

Indicate fire department that represents this enrollment*

! Required field

Instructor comments (optional)

How many students are you submitting on this form?*

Please select. If you need to add more than 20 students for a section, please submit an additional form.

1. Student name*

First Name Initial (optional) Last Name

1. Student ID*

1. Student Start Date*



Instructor Signature*

Use your mouse or finger to draw your signature above clear

- Enrollment sheets need to be completed each semester. Also, anytime you have a new student, you add them to the section by filling out this enrollment sheet.
- Please send in your new additions as soon as possible to make sure there is enough time for the Public Safety Training Center (PSTC) team to populate the roster by the end of the month.
- All questions must be completed to be able to submit the form.
- Up to 20 students can be added to the enrollment sheet at one time.
- Student signatures are not required on enrollment sheets, but an instructor must sign digitally with either a mouse or finger signature as indicated on the enrollment sheet.
- The email entered on this form for “Instructor email/on-site supervisor” will receive a copy of information entered. Completing this process does not mean this student is automatically added to the roster in our Student Information System, so please do not assume the student has been added to the roster until they appear on the final roster that PSTC will send each month.
- Questions about this enrollment sheet can be directed to: Donna Prak at dprak@santarosa.edu 707-836-2905.

Instructor of Record/On-Site Supervisor Removal of Students from Official Rosters

- Students cannot be removed from a roster if they have equal to, or more than 13.25 hours accumulated during the semester.
- Students that have not accumulated hours can be dropped at any time.
- At the end of the semester, please drop any students that have not accumulated any hours during the semester. We are required to drop any zero hour students. Students with less than 13.25 hours that are not dropped will be required to get a no-pass grade.

Recording Semester Attendance

1. Departments remain responsible for inputting student hours each semester. This process will be completed through a Microsoft excel spreadsheet known as, "Training Tracker." This document will be accessible by both SRJC and your Organization's staff. See example below:

	B	C	D	E	F	G	H	I	J	K	N
1	TERM ENDS: 5/23/2025 DEADLINE TO SUBMIT	CCC APPLICATION FORM LINK		MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	SEMESTER TOTAL HOURS	COLUMN TOTAL UNITS
2	HOURS: 5/27/2025	FIRE 101 REGISTRATION LINK		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	NAME	STUDENT ID#	NOT ENROLLED	11/23/24 - 12/31/24	JAN 2025	FEB 2025	MAR 2025	APR 2025	5/1/25 - 5/23/25	TOTAL TRAINING HRS	UNITS
4	John Smith	0123456								0.00	0.00
5										0.00	0.00
6										0.00	0.00

- a. We are working on access to the Training Tracker which will be shared through Microsoft Teams. Each department will receive one SRJC email address to use and will need to use that for shared access. SRJC security does not allow outside agencies to share documents within teams, so an SRJC email is necessary for departments. Until then, the Training Tracker can be sent via attachment in an email.
 - b. Per the contract part 6, agencies will provide SRJC with **daily attendance and hours** of each individual student at the end of each semester along with the completed Training Tracker excel sheet above.
2. Any changes made to the roster or instructor of records will require an email notification to dprak@santarosa.edu. This could include promotions, movement to CAL JAC, new hires, etc.

Preparing the End of Semester Invoice

1. Included in each excel spreadsheet document, there is an invoice template sheet that pulls the data directly from the reporting from the Training Tracker information.
 - a. The totals will auto-populate based on the information inputted into the Training Tracker.
 - b. Consult Exhibit B – Academic Calendar, provided with your contract. No student contact hours (SCH) should be listed for legally mandated federal holidays. The dates are as follows per [CCC Legally Mandated Federal Holidays](#):
 - i. New Year’s Day (January 1)
 - ii. Dr. Martin Luther King, Jr. Day (third Monday in January)
 - iii. Lincoln Day (February 12)
 - iv. Washington Day (third Monday in February)
 - v. Memorial Day (last Monday in May)
 - vi. Juneteenth (June 19)
 - vii. Independence Day (July 4)
 - viii. Labor Day (first Monday in September)
 - ix. Veteran’s Day (November 11)
 - x. Thanksgiving Day (date proclaimed by US President)
 - xi. Christmas Day (December 25)
2. Reminder: (3) months each year will contain (2) semesters: August, December, and May. SRJC is required to track and report hours by month and by semester, so your workbooks will include this when being created (separate invoice lines and totals for both when you’re inputting).
3. If you notice any discrepancies, please immediately save your progress and contact Donna Prak, Public Safety Training Center. dprak@santarosa.edu 707-836-2905
4. Below is an example of the invoice your department will fill out at the end of each semester:

Santa Rosa Junior College INSTRUCTIONAL SERVICE AGREEMENT PAYMENT FORM						
SEMESTER	YEAR	COURSE DATES			Invoice Number	Date
Department Name/Agency			Training Manager/Chief		<i>Accounting Only</i> DEFERRED PAYMENT FEES	
Address			City		Agency Billing	
					Enrollment \$ -	
					Transportation Fee Based on Units \$ -	
Telephone			State		Fees (X) \$0.00	
SID #	Name	Hours	Units	Transportation Fees	Enrollment Fees	
123456	John Smith	0.00	0.00	\$ -	\$ -	

***Please note agency Invoice # is not the SRJC provided PO number, but an internal control number you have created at your organization. **Per our accounting department, we require Invoice #s** on all invoices.

- a. After filling out the Training Tracker and the invoice sheet, verify to make sure the formulas and numbers are correct. Once complete, please send documentation to dprak@santarosa.edu no later than the deadline provided each semester. These deadlines can be found on the top of the Training Tracker spreadsheet (example highlighted in yellow below).

	B	C	D	E	F	G	H	I	J	K	N
1	TERM ENDS: 5/23/2025 DEADLINE TO SUBMIT HOURS: 5/27/2025	CCC APPLICATION FORM LINK		MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	MONTHLY TOTAL HRS	SEMESTER TOTAL HOURS	COLUMN TOTAL UNITS
2		FIRE 101 REGISTRATION LINK		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	NAME	STUDENT ID#	NOT ENROLLED	11/23/24 - 12/31/24	JAN 2025	FEB 2025	MAR 2025	APR 2025	5/1/25 - 5/23/25	TOTAL TRAINING HRS	UNITS
4	John Smith	0123456								0.00	0.00
5										0.00	0.00
6										0.00	0.00

Santa Rosa Junior College Contacts: Instructional Service Agreement (ISA)

Invoices, monthly attendance sheets, accounting questions/concerns, training of new staff on paperwork, general questions about the process and all non-admissions forms can be directed to:

Please contact Donna Prak for any administrative and processing question.

ISA Administrator

Donna Prak

dprak@santarosa.edu

707-836-2905

Please contact Associate Dean Ken Sebastiani for general questions and to

provide feedback. Associate Dean, Fire Technology

Ken Sebastiani

ksebastiani@santarosa.edu

707-8362913

**EXHIBIT E
SONOMA COUNTY JUNIOR COLLEGE DISTRICT**

NON-EMPLOYEE ON-SITE INSTRUCTOR OF RECORD AGREEMENT

This Agreement is entered into **this** day of _____, by the Sonoma County Junior College District (hereinafter the “District”) and _____ (hereinafter the “On-Site Instructor”), an employee of _____ (hereinafter the “Contractor”) who is being assigned to the District on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b) and shall be an employee of the District on a limited basis during this part-time assignment pursuant to this Agreement.

RECITALS

WHEREAS, the District and Contractor entered into an agreement to provide classes to [Contractor’s] employees subject to the terms and conditions set forth in the Agreement between the District and [Contractor]; and,

WHEREAS, Title 5, California Code of Regulations, section 58056 requires on-site instructional supervision to collect State apportionment for classes offered by the District in cooperation with [Contractor]; and,

WHEREAS, [Contractor] has duly qualified employees who can competently provide instructional services with regard to instruction for classes offered by the District in cooperation with the [Contractor]; and,

WHEREAS, the On-Site Instructor agrees to be assigned to the District as an at-will and uncompensated temporary academic employee of the District to competently provide instructional services with regard to instruction for classes offered by the District in cooperation with [Contractor]; and

WHEREAS, the authority for this Agreement includes Title 5, California Code of Regulations, Section 58058(b);

NOW THEREFORE, the Parties to this Agreement hereby agree as follows:

1. The On-Site Instructor is an employee of [Contractor] who meets the “Minimum Qualifications” as provided under Title 5, California Code of Regulations, Section (53410) for instructional services required by the District to teach the FIRE 101 course.
2. The On-Site Instructor is professionally and specially trained and competent to provide the instructional services required by the District.
3. While the On-Site instructor is performing the required instructional services for the District, the On-Site instructor shall be under the direct control and direction of the District and shall be a temporary non-paid academic employee of the District. The District retains

the primary right to select, assign and direct the instructional activities of the On-Site non-paid instructor.

4. The On-Site Instructor shall be an at-will and uncompensated temporary academic employee of the District during the hours of assignment to the District. The District may request at any time that [Contractor] change the On-Site Instructor if the District determines that the On-Site Instructor is not performing to District standards. Said request shall not be unreasonably refused by [Contractor].
5. The On-Site Instructor shall maintain records of student achievement and attendance. Records shall be open for review at all times by officials of the District and submitted on a schedule developed by the District.
6. The On-Site Instructor responsibilities and duties as a non-employee on-site instructor of the District shall include, but are not limited to, the following:
 - a. The On-Site Instructor shall provide immediate supervision and control of all students enrolled in their perspective course taught by the On-Site Instructor as provided under Title 5, California Code of Regulations, section 58056.
 - b. The On-Site Instructor shall ensure the safety and well-being of students at all times.
 - c. The On-Site Instructor shall ensure continued physical presence at the work place assigned by the District during all hours of the assignment as an employee of the District.
 - d. The On-Site Instructor shall not be assigned to any other duties during instructional activity for which attendance is being claimed by the District.
 - e. The On-Site Instructor shall ensure the immediate notification to the designated District representative of a student drop date.
 - f. The On-Site Instructor shall ensure that all handouts prepared or utilized by facilitators are appropriate by submitting them to the District's representative for approval.
 - g. The On-Site Instructor shall ensure that daily student attendance records are accurate and current.
 - h. The On-Site Instructor shall ensure the proper administering and scoring of tests.
 - i. The On-Site Instructor shall ensure the accurate calculation of final student grades and the prompt submission of grades to the District's representative within two weeks of course completion.

7. For purposes of this Agreement, the District's designated representative is Dean Josh Adams.
8. The District shall provide no compensation to the On-Site Instructor for any services rendered pursuant to this Agreement. Compensation shall be provided by Contractor in accordance with its established and standard practices, including workers' compensation insurance.
9. The On-Site Instructor will be responsible for teaching the following courses: FIRE 101.
10. [Contractor] agrees to defend and indemnify the District, its Board of Trustees, employees and agents for any claims, actions or lawsuits which may arise out of the subject matter of this Agreement, including those which may arise from times when the On-Site Instructor is actually performing on behalf of the District the responsibilities and duties listed in this Agreement at the workplace assigned by the District
11. This Agreement may be terminated at any time by the District within the sole and exclusive discretion of the District upon written notice to [Contractor] and the On-Site Instructor. This Agreement may be terminated upon thirty (30) days prior written notice to the District by either [Contractor] or On-Site Instructor within either's sole and exclusive discretion.
12. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. mail, certified, postage prepaid to the following address:

[Contractor] (insert contact information)

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

Attn: Josh Adams
5743 Skylane Blvd.
Windsor, CA 95492
jadams2@santarosa.edu

IN WITNESS WHEREOF, the Parties enter into this Agreement as of the day, month, and year first written above.

ON-SITE INSTRUCTOR

By: *(insert name, title)*

Date

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

By: STEPHANIE JARRETT (VP, Finance & Administrative Services)

Date

CONTRACTOR

By: *(insert name, title)*

Date

FIRE 101 Course Outline as of Fall 2024**CATALOG INFORMATION**

Dept and Nbr: FIRE 101 Title: CONTINUING ED FOR FF
 Full Title: Professional Training and Continuing Education for Fire Serv
 Last Reviewed: 11/13/2023

Units	Course Hours per Week	Nbr of Weeks	Course Hours Total	
Maximum	9.50	Lecture Scheduled 0	23	Lecture Scheduled 0
Minimum	0.25	Lab Scheduled 22.00	1	Lab Scheduled 506.00
		Contact DHR 0		Contact DHR 0
		Contact Total 22.00		Contact Total 506.00
		Non-contact DHR 0		Non-contact DHR 0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 506.00

Title 5 Category: AA Degree Applicable
 Grading: P/NP Only
 Repeatability: 21 - Legally Mandated Repetition
 Also Listed As:
 Formerly:

Catalog Description:

This in-service fire training course updates, improves, and assesses the knowledge, skills, and abilities of fire crews. Students will be provided current knowledge and techniques needed to maintain and improve fire service skills. Topics may include fire service administration, suppression, emergency medical services, fire prevention, wellness and fitness, rescue, leadership/management, and command and control. During the course students complete Paramedic and/or Emergency Medical Technician (EMT)-1 recertification and continuing education, wildland/urban interface training. Other topics include hazardous materials, weapons of mass destruction, Motor Vehicle Incident (MVI) Mass Casualty Incident (MCI) training, Aircraft Rescue Firefighting (ARFF), and incident command position responsibilities. This course satisfies annual mandatory continuing education requirements of local Fire Agencies, Sonoma County Health Department, the California State Fire Marshal's Office, and appropriate sections of the California Code of Regulations. It is designed for individuals required to update in current laws or recent changes to federal, state, or local mandates. This course will also cover current skills and topics related to public safety training.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion or Concurrent Enrollment in FIRE 290

Limits on Enrollment:

Current firefighter or affiliated firefighter

Schedule of Classes Information:

Description: This in-service fire training course updates, improves, and assesses the knowledge, skills, and abilities of fire crews. Students will be provided current knowledge and techniques needed to maintain and improve fire service skills. Topics may include fire service administration, suppression, emergency medical services, fire prevention, wellness and fitness, rescue, leadership/management, and command and control. During the course students complete Paramedic and/or Emergency Medical Technician (EMT)-1 recertification and continuing education, wildland/urban interface training. Other topics include hazardous materials, weapons of mass destruction, Motor Vehicle Incident (MVI) Mass Casualty Incident (MCI) training, Aircraft Rescue Firefighting (ARFF), and incident command position responsibilities. This course satisfies annual mandatory continuing education requirements of local Fire Agencies, Sonoma County Health Department, the California State Fire Marshal’s Office, and appropriate sections of the California Code of Regulations. It is designed for individuals required to update in current laws or recent changes to federal, state, or local mandates. This course will also cover current skills and topics related to public safety training. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Course Completion or Concurrent Enrollment in FIRE 290

Limits on Enrollment: Current firefighter or affiliated firefighter

Transfer Credit:

Repeatability: Legally Mandated Repetition

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Identify appropriate methods to fight structure, wildland, marine, and aviation fires.
2. Identify appropriate equipment to fight structure, wildland, and aviation fires.
3. Demonstrate knowledge and skill in performing at emergency scenes and providing basic and advanced life support skills.
4. Demonstrate knowledge and skill in the maintenance and use of equipment for firefighting, rescue incidents, and medical prehospital incidents.

Objectives:

At the conclusion of this course, the student should be able to:

1. Discuss technology advances and revisions to regulations and laws as they apply to the specific fire agency in a classroom setting and using knowledge of the Fire Technology discipline
2. Apply the physical skills to perform various job-related tasks required by the student's fire protection agency given a laboratory setting.
3. Study appropriate methods to fight structure, wildland, marine, and aviation fires.
4. Apply the appropriate strategy and tactics that will address the following incident priorities in a simulated incident scenario: 1) life safety, 2) incident stabilization and 3) property conservation.
5. Study appropriate equipment to fight structure, wildland, marine, and aviation fires.
6. Discuss the appropriate tools and equipment to perform emergency response to hazardous material incidents, technical rescues, and emergency medical incidents.
7. Study how to perform at emergency scenes and how to provide basic and advanced life support skills.
8. Study the proper maintenance and use of equipment for firefighting, rescue incidents, and medical pre-hospital incidents.

Topics and Scope:

I. Federal, State, and Local Laws

- A. Currency in fire technology, training, updates, and mandates
- B. Legal and personnel matters

II. In-Service Refresher Training Needs

III. Basic Skills and Topics as Identified by Various Fire Departments

IV. Training Skills, such as:

- A. Administrative training
- B. Advanced life support
- C. Alarms, operations, and communications
- D. Basic life support
- E. Breathing apparatus
- F. Building construction
- G. Canine handling for search and rescue
- H. Captain's academy
- I. Citizen's Emergency Response Team (CERT)
- J. Community emergency preparedness
- K. Crane operations in structural collapse
- L. Disaster response in large scale emergencies
- M. Emergency Medical Technician and Paramedic refresher training
- N. Fire apparatus operations
- O. Fire chemistry and behavior
- P. Fire prevention
- Q. Fire protection systems & appliances
- R. Fire streams and hydraulics
- S. Fire tactics & strategy
- T. Firefighting equipment maintenance
- U. Firefighting equipment operations
- V. Forcible entry
- W. Hazardous materials
- X. Hose lays

- Y. Infectious disease/blood borne pathogens
 - Z. Instructor training
 - AA. Ladders
 - BB. Occupational health & safety (Injury and Illness Protection Plan)
 - CC. Operations, regulations, organizations, and procedures
 - DD. Responses to other jurisdictions
 - EE. Public relations and education
 - FF. Ropes, knots, and hauling systems
 - GG. Salvage and overhaul operations
 - HH. Search and rescue
 - II. Standardized Emergency Management System (SEMS) / Incident Command System (ICS)
 - JJ. Sensitivity / harassment / violence in the workplace
 - KK. Confined space rescue operations and awareness
 - MM. Rescue Systems I, II, and III
 - NN. Trench rescue
 - OO. Ventilation practices
 - PP. Water supply
 - QQ. Wildland safety and fire control
 - RR. Physical fitness and dietary requirements
 - SS. Structure collapse techniques
- V. Manipulatives, such as:
- A. Performing field exercises
 - B. Driving and maneuvering apparatus
 - C. Pulling and advancing hose
 - D. Reviewing operations of systems and equipment
 - E. Demonstrating skills, knowledge, and techniques relating to firefighting, search and rescue, and emergency medical response
 - F. Extinguishing fires
 - G. Performing search and rescue
 - H. Utilizing simulators for training
 - I. Removing, Carrying, and Placing Ladders
 - J. Demonstrating proficiency in tying ropes and knots and hoisting equipment
 - K. Perform physical fitness activities to improve performance

Assignment:

1. Manipulative exercise(s) as mandated by fire department, such as:
 - A. Extend hose to doorway
 - B. Check the nozzle
 - C. Check door before entry to fight a fire
2. Computer-delivered assignments as mandated by fire department (optional), such as:
 - A. Reading (ungraded)
 - B. Examination(s)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Manipulative exercise(s)

Skill Demonstrations
1 - 90%

Exams: All forms of formal testing, other than skill performance exams.

Examination(s)

Exams
0 - 85%

Other: Includes any assessment tools that do not logically fit into the above categories.

Class attendance and participation

Other Category
10 - 20%

Representative Textbooks and Materials:

Instructor prepared materials

EXHIBIT G
SONOMA COUNTY JUNIOR COLLEGE DISTRICT
ON-SITE SUPERVISOR AGREEMENT

This Agreement is entered into this ____TH day of _____, 2025 by the Santa Rosa Junior College District (hereinafter the “District”) and _____ (hereinafter the “On-Site Supervisor”), an employee of _____ (hereinafter the “Contractor”) who is being assigned to the District on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b) and shall be an employee of the District on a limited basis during this part-time assignment pursuant to this Agreement.

RECITALS

WHEREAS, the District and Contractor entered into an agreement to provide classes to [Contractor’s] employees subject to the terms and conditions set forth in the Agreement between the District and [Contractor]; and,

WHEREAS, Title 5, California Code of Regulations, section 58056 requires on-site instructional supervision to collect State apportionment for classes offered by the District in cooperation with [Contractor]; and,

WHEREAS, [Contractor] has duly qualified employees who can competently provide supervisory services with regard to instruction for classes offered by the District in cooperation with the [Contractor]; and,

WHEREAS, the On-Site Supervisor agrees to be assigned to the District as an at-will and uncompensated temporary academic employee of the District to competently provide instructional services with regard to instruction for classes offered by the District in cooperation with [Contractor]; and

WHEREAS, the authority for this Agreement includes Title 5, California Code of Regulations, Section 58058(b);

NOW THEREFORE, the Parties to this Agreement hereby agree as follows:

1. The On-Site Supervisor is an employee of [Contractor] who meets the “Minimum Qualifications” as provided under Title 5, California Code of Regulations, Section 53410 for the supervisory services required by the District to supervisor instruction for the FIRE 101 course.
2. The On-Site Supervisor is professionally and specially trained and competent to provide the supervisory services required by the District.

3. While the On-Site Supervisor is performing the required supervisory services for the District, the On-Site Supervisor shall be under the direct control and direction of the District and shall be a temporary academic employee of the District. The District retains the primary right to select, assign and direct the instructional activities of the On-Site Supervisor.
4. The On-Site Supervisor shall be an at-will and uncompensated temporary academic employee of the District during the hours of assignment to the District. The District may request at any time that [*Contractor*] change the On-Site Supervisor if the District determines that the On-Site Supervisor is not performing to District standards. Said request shall not be unreasonably refused by [*Contractor*].
5. The On-Site Supervisor shall maintain records of student achievement and attendance. Records shall be open for review at all times by officials of the District and submitted on a schedule developed by the District.
6. The On-Site Supervisor's responsibilities and duties as a non-employee on-site instructor of the District shall include, but are not limited to, the following:
 - a. The On-Site Supervisor shall provide immediate supervision and control of all students enrolled in the courses taught by the On-Site Supervisor as provided under Title 5, California Code of Regulations, section 58056.
 - b. The On-Site Supervisor shall ensure that training is expended in full compliance with the course objectives determined by the District.
 - c. The On-Site Supervisor shall ensure the safety and well-being of students.
 - d. The On-Site Supervisor shall ensure the proper coordination of the delivery of instruction in order to achieve full compliance with applicable regulations.
 - e. The On-Site Supervisor shall ensure continued physical presence at the work place assigned by the District during all hours of the assignment as an employee of the District.
 - f. The On-Site Supervisor shall not be assigned to any other duties during the instructional activity for which attendance is being claimed by the District.
 - g. The On-Site Supervisor shall ensure the accuracy of all information on all timesheets of technical officers and facilitators.
 - h. The On-Site Supervisor shall ensure the immediate notification to the designated District representative of a student drop date.

- i. The On-Site Supervisor shall ensure the proper and timely assignment, scheduling and notification of facilitators.
- j. The On-Site Supervisor shall ensure the complete, accurate and timely evaluation of facilitators.
- k. The On-Site Supervisor shall ensure regular attendance at periodic staff meetings with the District employee who serves as the District's representative.
- l. The On-Site Supervisor shall ensure that all handouts prepared or utilized by facilitators are appropriate by submitting them to the District's representative for approval.
- m. The On-Site Supervisor shall ensure that daily student attendance records are accurate and current.
- n. The On-Site Supervisor shall ensure the effective use of instructional methods, technology, testing and remediation.
- o. The On-Site Supervisor shall ensure the proper administering and scoring of all required Tests (IF APPLICABLE).
- p. The On-Site Supervisor shall ensure the accurate calculation of final student grades and the prompt submission of grades to the District's representative within two weeks of course completion.
- q. The On-Site Supervisor shall ensure the competent and prompt completion of all other assigned duties.

7. For purposes of this Agreement the District's designated representative is **Josh Adams**.

8. The District shall provide no compensation to the On-Site Supervisor for any services rendered pursuant to this Agreement. Compensation shall be provided by Agency in accordance with its established and standard practices, including workers' compensation insurance.

9. The On-Site Supervisor will be responsible for teaching the following courses: FIRE 101

10. [*Contractor*] agrees to defend and indemnify the District, its Board of Trustees, employees and agents for any claims, actions or lawsuits which may arise out of the subject matter of this Agreement, including those which may arise from times when the On-Site Supervisor is actually performing on behalf of the District the responsibilities and duties listed in this Agreement at the workplace assigned by the District.

11. This Agreement may be terminated at any time by the District within the sole and exclusive discretion of the District upon written notice to [*Contractor*] and the On-Site Supervisor. This Agreement may be terminated upon thirty (30) days prior written notice to the District by either [*Contractor*] or On-Site Supervisor within either's sole and exclusive discretion.

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. mail, certified, postage prepaid to the following address:

Name
Title
Address
Phone
Email

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

Attn: Josh Adams
5743 Skylane Blvd.
Windsor, CA 95492
jadams2@santarosa.edu

IN WITNESS WHEREOF, the Parties enter into this Agreement as of the day, month, and year first written above.

ON-SITE SUPERVISOR

By: (*insert name, title*)

Date

SONOMA COUNTY JUNIOR COLLEGE DISTRICT

By: STEPHANIE JARRETT (VP, Finance & Administrative Services)

Date

CONTRACTOR

By: (*insert name, title*)

Date

SRJC Student Application Instructions

Dear Student,

Welcome to Santa Rosa Junior College (SRJC)! We're thrilled to have you join the Firefighter Instructor Services Agreement (ISA) program for Spring 2025. This email contains all the essential steps and resources to assist you in completing your enrollment process.

1. [Watch the Tutorial Here](#) to learn how to create a CCC Apply account. If you need additional help please reach out to the SRJC Welcome Center.
[SRJC Welcome and Connect Center](#)
2. Apply for admissions: [CCC Apply](#)
3. If you are a new student, you must create an account.
4. If you are a returning student, you must sign in.
5. Start a new application:
 - Term Applying For: Spring 2025
 - Education Goal: Maintain certificate or license
 - Major Category: Public Safety
 - Intended major or Program of Study: Fire (Cert)
6. **Submit your application to SRJC:** Once your account is created, complete the application for Spring 2025.
7. **Check your email:** After applying, you'll receive an email with your SRJC student ID number and further instructions. (An example of this email can be found on the second page of this packet)
8. **Email your student ID to us:** Once you receive your SRJC student ID number, please email it to your Departments Instructor of Record or On-Site Supervisor.

Our team is here to support you throughout this process. Please reply to this email if you have any questions or need additional assistance.

We look forward to welcoming you to SRJC and supporting your educational journey!

If you are having technical difficulties or password reset issues, please get in touch with technical support:
Call: 1-877-247-4836 (7:00 am - 12:00 am, Monday - Sunday) Email: support@openccc.net

Dear [STUDENT]

Welcome and congratulations on your acceptance to Santa Rosa Junior College. You have been accepted for the following term(s):

- Spring 2025 (begins January 13, 2025)

Please read all of this letter as it may have information regarding priority registration, holds, your residence status, and important links.

Your unique SRJC Student ID number is: **8XX-XXX-XXX**. Please keep this number in a safe place, as you will use it for all of your transactions as a student at SRJC including accessing your student portal (myCubby). In order to login to the SRJC Student Portal, you will need your SRJC pin code. To obtain your SRJC pin code visit [the Login Help page](#).

To enroll in classes, log on to the [Student Portal](#).

If you are a new or returning student, please know that you are required to complete the following steps to earn registration priority at SRJC:

- ü **Step 1.** Apply for admission--*Congratulations! This step is completed*
- o **Step 2.** [Check and understand your placement](#)
- o **Step 3.** [Complete the online orientation](#)
- o **Step 4.** [Create an Education Plan with a Counselor](#)
- o **Step 5.** [Enroll for classes](#)

For further details on how to complete these steps, please visit [Steps for Students](#).

SRJC makes college affordable. Don't forget to apply for [financial aid](#)!

Please visit our [Student Services](#) website and explore the many Student Services available to our students. Pertinent dates and deadlines for classes by semester are available on the [Academic Calendar](#).

Learn about your FERPA rights. Visit our annual [FERPA Notification](#) to students.

As a new or returning student, you have been automatically enrolled in SRJC's **emergency messaging system called Regroup**. When an emergency occurs, you will receive either a text message, email or both.

How was the College Application process? Please take a moment to complete this very short [Application Support Survey](#) and share any challenges you've encountered during the application process so we can work on addressing them effectively.

We want you to have a successful, satisfying educational experience, and encourage you to take full advantage of all that Santa Rosa Junior College has to offer. We look forward to supporting your academic and personal success at Santa Rosa Junior College.

Sincerely,



Vayta Smith

Director, Admissions & Records and Enrollment Services

ISA CONTRACT RENEWAL CHECKLIST

- _____ Exhibit A: **Additional Instructional Locations** (departments provide)
- _____ Exhibit B: **SRJC Academic Calendar** (SRJC provides)
- _____ Exhibit C: **Minimum Qualifications for Instructors** (SRJC provides)
- _____ Exhibit D: **Agency Check List** (SRJC provides)
- _____ Exhibit E: **Instructor of Record Agreement(s)** (Signed by each instructor)
- _____ Exhibit F: **SRJC Course Outline(s) of Record** (SRJC provides)
- _____ Exhibit G: **On-Site Supervisor Agreement(s)** (Signed by each on-site supervisor)

- _____ **Certificate of Insurance**
 - Property Damage \$500,000
 - Bodily Injury \$2 million
 - Aggregate \$3 million
 - (Must name the District, Board of Governors of the Calif. Community Colleges and the State of CA and their agents, employees & officers as Add'l. Insured.)
 - Workers' Comp, disability & unemployment (no amount designated)
 - (Don't need to name SRJC as Add'l. Insured)

Two copies are required of the signed contract & Exhibits. Original signatures are required on one copy of the contract and Instructor of Record Agreement.

Comments: _____



COUNTY OF LAKE

Department of the Treasurer - Tax Collector

Courthouse - 255 N. Forbes Street
Lakeport, California 95453
Telephone 707-263-2234
Fax 707-263-2254

PATRICK M. SULLIVAN
Treasurer - Tax Collector

ELIZABETH MARTINEZ
Assistant Treasurer - Tax Collector

December 17, 2025

South Lake County Fire Protection District
Attn: Clerk/Secretary to the Governing Board
P. O. Box 1360
Middletown, CA 95461

RE: Chapter 7 Public Auction of Tax Defaulted Properties

To Whom it May Concern:

Enclosed is a copy of the parcel list and Board of Supervisor approved resolution for the next public auction to be held March 20, 2026 through March 24, 2026.

I have also included the objection guidelines to assist you in any objections to the sale you may have.

If you object to the sale of any parcels listed (California Revenue and Taxation Code section 3695), or if you have any questions concerning the attached list, please contact me at (707) 263-2237 AS SOON AS POSSIBLE, so we may discuss the requirements and deadlines for the objection.

Respectfully,

Gregory R. Peters
Deputy Tax Collector

Enc

RECEIVED
SOUTH LAKE COUNTY FIRE

JAN - 6 2026

21095 HIGHWAY 175
MIDDLETOWN CA 95461

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. 2025-149

RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD TO APPROVE AND DIRECT THE TAX COLLECTOR TO SELL, AT PUBLIC AUCTION VIA INTERNET, TAX DEFAULTED PROPERTY WHICH IS SUBJECT TO THE POWER TO SELL IN ACCORDANCE WITH CHAPTER 7 OF PART 6 OF DIVISION 1, OF THE CALIFORNIA REVENUE AND TAXATION CODE AND APPROVING SALES BELOW MINIMUM PRICE IN SPECIFIED CASES.

WHEREAS, the Tax Collector of Lake County hereby gives notice to the Board of Supervisors of the intention to sell at the County Internet Public Auction, Sale Number 163, property that has been tax-defaulted for at least five years and is subject to the Tax Collector's Power to Sell; and

WHEREAS, said notice includes the attached list of parcels, which is attached hereto as Exhibit A, sets forth the description and minimum bids for each parcel; and

WHEREAS, the Tax Collector requests Board approval for this Internet Public Auction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Lake, State of California, as follows:

1. The Chairman of this Board, for and on behalf of the County of Lake, is authorized to direct the Tax Collector of the County of Lake, State of California, to sell tax-defaulted property (a list of which is attached hereto as Exhibit "A" and, by this reference, incorporated herein) at Internet Auction as provided for by law pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.
2. Pursuant to Revenue and Taxation Code sections 3698.5(c) and 3692(e), where property or property interests have been offered for sale at least once and no acceptable bids therefore have been received, this Board hereby gives its approval to the Tax Collector to offer that same property or those interests at the same or new tax sale within 90 days of the original sale date, at a minimum price that the Tax Collector deems appropriate in light of the most current assessed valuation of that property or those interests, or any unique circumstance with respect to that property or those interests.

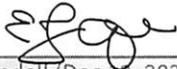
THIS RESOLUTION was passed by the Board of Supervisors of the County of Lake at a regular meeting thereof held on December 9, 2025 by the following vote:

AYES: Supervisors Owen, Sabatier, Rasmussen, Pyska, and Crandell

NOES: None

ABSENT OR NOT VOTING: None

COUNTY OF LAKE



Eddie Crandell (Dec 12, 2025 12:11:09 PST)

Chair, Board of Supervisors

ATTEST: SUSAN PARKER
Clerk to the Board

APPROVED AS TO FORM:
LLOYD GUINTIVANO
County Counsel



By: Johanna DeLong (Dec 12, 2025 12:47:07 PST)

Deputy

By: _____



County of Lake
Department of the Treasurer - Tax Collector
Courthouse - 255 N. Forbes Street / Lakeport CA 95453
Telephone 707-263-2234
TAX DEFAULTED LAND SALE #164
Sale Date: March 20, 2026 Thru March 24, 2026

Item #	Fee Parcel	Status	Minimum Bid	Situs1	
1	002-023-380-000		35,000.00	13323 ELK MOUNTAIN RD	UPPER LAKE CA
2	003-042-060-000		36,200.00	8050 N STATE HWY 29	UPPER LAKE CA
3	004-066-340-000		8,000.00	714 CLOVER DR	UPPER LAKE CA
4	004-081-060-000		3,400.00	7950 N STATE HWY 29	UPPER LAKE CA
5	005-012-300-000		72,200.00	759 SNYDER DR	LAKEPORT CA
6	005-012-470-000		10,100.00	3930 WEIMER WY	LAKEPORT CA
7	005-047-040-000		6,200.00	902 TODD CT	LAKEPORT CA
8	006-011-521-000		14,500.00	1655 SMITH LN	CLEARLAKE OAKS CA
9	006-022-110-000		18,300.00	7134 E STATE HWY 20	LUCERNE CA
	COMBO W/ 006-023-020-000				
9	006-023-020-000			7129 E STATE HWY 20	LUCERNE CA
	COMBO W/ 006-022-110-000				
10	006-462-150-000		2,000.00	6979 PANORAMIC DR	LUCERNE CA
11	007-011-630-000		2,000.00	2095 HUMMEL LN	KELSEYVILLE CA
12	007-039-010-000		9,000.00	8001 GROSS RD	KELSEYVILLE CA
13	007-040-010-000		11,200.00	8880 KELSEY CREEK DR	KELSEYVILLE CA
14	009-016-060-000		110,000.00	9495 KONOCTI BAY RD	KELSEYVILLE CA
15	010-055-440-000		31,000.00	1030 JUNCTION PLAZA	CLEARLAKE CA
16	010-055-470-000		6,300.00	1750 OGULIN CANYON RD	CLEARLAKE CA
17	011-025-030-000		3,600.00	14095 ETTAWA SPRINGS RD	LOCH LOMOND CA
18	011-025-070-000		10,900.00	14105 ETTAWA SPRINGS RD	LOCH LOMOND CA
19	011-026-010-000		23,700.00	14079 ETTAWA SPRINGS RD	LOCH LOMOND CA
20	011-046-040-000		7,600.00	14990 ENTRANCE RD	COBB CA
21	011-069-150-000		22,700.00	8255 S STATE HWY 29	LOWER LAKE CA
22	012-008-460-000		37,500.00	18002 MORGAN VALLEY RD	LOWER LAKE CA
23	012-015-430-000		31,900.00	24255 MORGAN VALLEY RD	LOWER LAKE CA
24	012-015-440-000		4,100.00	24595 MORGAN VALLEY RD	LOWER LAKE CA
25	012-026-430-000		2,100.00	15720 NORTH RD	LOWER LAKE CA
28	012-042-180-000		33,800.00	17580 MORGAN VALLEY RD	LOWER LAKE CA
29	013-013-060-000		48,500.00	22796 JERUSALEM GRADE	MIDDLETOWN CA
30	013-013-110-000		37,300.00	23492 JERUSALEM GRADE	MIDDLETOWN CA
31	014-084-220-000		15,200.00	20681 SANTA ROSA AVE	MIDDLETOWN CA
32	014-101-070-000		16,000.00	20930 STATE HWY 175	MIDDLETOWN CA
33	014-410-070-000		12,700.00	18280 SPRUCE RD EXT	MIDDLETOWN CA
34	015-010-100-000		31,700.00	1806 MARTIN ST	LAKEPORT CA
35	022-007-040-000		7,300.00	12229 ELK MOUNTAIN RD	UPPER LAKE CA

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TAX DEFAULTED LAND SALE #164
Sale Date: March 20, 2026 Thru March 24, 2026

Item #	Fee Parcel	Status	Minimum Bid	Situs1	
36	024-021-150-000		3,400.00	5060 GUNN ST	KELSEYVILLE CA
37	024-091-150-000		1,800.00	5375 THIRD ST	KELSEYVILLE CA
38	024-301-240-000		1,500.00	16364 HALE ST	LOWER LAKE CA
39	024-313-060-000		2,400.00	10100 BELL AVE	LOWER LAKE CA
41	024-441-190-000		13,400.00	21165 STATE HWY 175	MIDDLETOWN CA
42	026-332-120-000		1,500.00	850 ADAMS ST	LAKEPORT CA
43	027-182-030-000		5,600.00	9661 ELLIOTT ST	UPPER LAKE CA
45	027-221-120-000		14,200.00	435 FIRST ST	UPPER LAKE CA
46	028-222-030-000		24,400.00	2868 KEELING AVE	LAKEPORT CA
47	028-261-210-000		3,700.00	331 KATIE CT	LAKEPORT CA
48	028-261-220-000		3,700.00	343 KATIE CT	LAKEPORT CA
49	028-261-230-000		3,700.00	355 KATIE CT	LAKEPORT CA
50	028-261-240-000		3,700.00	367 KATIE CT	LAKEPORT CA
51	028-261-250-000		3,700.00	2795 LIZZIE LN	LAKEPORT CA
52	028-261-290-000		3,700.00	312 KATIE CT	LAKEPORT CA
53	028-261-310-000		3,700.00	252 KATIE CT	LAKEPORT CA
54	028-261-320-000		3,500.00	2755 LIZZIE LN	LAKEPORT CA
55	028-261-330-000		3,500.00	2761 LIZZIE LN	LAKEPORT CA
56	028-261-340-000		3,500.00	2769 LIZZIE LN	LAKEPORT CA
57	028-261-350-000		3,500.00	2779 LIZZIE LN	LAKEPORT CA
58	028-261-360-000		3,500.00	2798 LIZZIE LN	LAKEPORT CA
59	028-261-370-000		3,500.00	2792 LIZZIE LN	LAKEPORT CA
60	028-261-380-000		3,500.00	2786 LIZZIE LN	LAKEPORT CA
61	028-261-390-000		3,500.00	2780 LIZZIE LN	LAKEPORT CA
62	028-261-400-000		3,500.00	2776 LIZZIE LN	LAKEPORT CA
63	028-261-410-000		3,500.00	2770 LIZZIE LN	LAKEPORT CA
64	028-261-420-000		3,500.00	2764 LIZZIE LN	LAKEPORT CA
65	028-261-430-000		3,500.00	2758 LIZZIE LN	LAKEPORT CA
66	030-024-220-000		1,800.00	3220 CALIFORNIA DR	NICE CA
67	030-027-090-000		2,300.00	3275 LIVE OAK ST	NICE CA
68	030-097-230-000		2,200.00	7514 HIGH ST	NICE CA
69	030-113-030-000		1,800.00	7354 POLK ST	NICE CA
70	030-113-260-000		2,600.00	7294 POLK ST	NICE CA
71	030-114-150-000		400.00	2480 GREELEY ST	NICE CA
72	030-162-010-000		400.00	7493 MARSHALL ST	NICE CA
73	030-162-030-000		1,500.00	7473 MARSHALL ST	NICE CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
74	030-163-070-000		4,100.00	7490 MARSHALL ST	NICE CA
75	030-163-080-000		3,500.00	7433 MAIN ST	NICE CA
76	030-175-230-000		2,700.00	2910 KING ST	NICE CA
77	030-181-030-000		1,000.00	2905 KING ST	NICE CA
78	030-182-020-000		1,500.00	7203 MORTON ST	NICE CA
79	030-182-030-000		1,500.00	7187 MORTON ST	NICE CA
80	030-182-060-000		800.00	7190 VERNON ST	NICE CA
81	030-182-070-000		800.00	7170 VERNON ST	NICE CA
82	030-194-160-000		1,200.00	3180 REED ST	NICE CA
83	030-202-400-000		2,000.00	3280 CLAY ST	NICE CA
84	030-202-640-000		1,900.00	3270 CLAY ST	NICE CA
85	031-113-480-000		12,400.00	7095 TEHAMA ST	NICE CA
86	031-113-560-000		2,000.00	7099 TEHAMA ST	NICE CA
87	031-113-570-000		2,000.00	7092 BUTTE ST	NICE CA
88	031-123-440-000		1,800.00	7230 TEHAMA ST	NICE CA
89	031-142-050-000		1,200.00	7271 SIERRA ST	NICE CA
90	031-151-540-000		2,800.00	7125 LIBERTY ST	NICE CA
91	031-172-320-000		2,400.00	2810 MERCED ST	NICE CA
92	031-181-380-000		2,100.00	2840 LAKEVIEW DR	NICE CA
93	031-192-630-000		3,200.00	3154 BUCKINGHAM WY	NICE CA
94	031-201-060-000		5,500.00	3120 CHERRY ST	NICE CA
95	031-213-230-000		2,000.00	3551 YUBA ST	NICE CA
96	031-221-310-000		11,500.00	6869 FLOYD WY	NICE CA
97	032-041-280-000		15,900.00	6882 FLOYD WY	NICE CA
98	032-042-240-000		1,700.00	3106 KNOB ST	NICE CA
99	032-042-330-000		1,700.00	6860 BLACK OAK ST	NICE CA
100	032-083-300-000		10,300.00	3590 LAKEVIEW DR	NICE CA
101	032-101-250-000		24,200.00	6813 SAYRE AVE	NICE CA
102	032-301-560-000		2,000.00	4360 LAKEVIEW DR	NICE CA
103	032-332-260-000		1,800.00	3423 KNOB ST	NICE CA
104	034-041-050-000		2,600.00	6209 ROLAND DR	LUCERNE CA
105	034-082-130-000		13,100.00	6145 SECOND AVE	LUCERNE CA
106	034-172-250-000		10,900.00	6282 THIRTEENTH AVE	LUCERNE CA
107	034-193-200-000		6,600.00	6312 E STATE HWY 20	LUCERNE CA
108	034-241-190-000		2,400.00	6465 E STATE HWY 20	LUCERNE CA
109	034-314-040-000		1,900.00	5980 GROVE ST	LUCERNE CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1
110	034-314-050-000		1,900.00	5990 GROVE ST LUCERNE CA
111	034-351-090-000		1,200.00	3243 ATHOLL RD LUCERNE CA
112	034-362-310-000		2,300.00	6563 E STATE HWY 20 LUCERNE CA
113	034-433-070-000		6,900.00	6030 GROVE ST LUCERNE CA
114	034-433-100-000		13,000.00	6002 GROVE ST LUCERNE CA
115	034-552-380-000		1,700.00	3932 LAKEVIEW TER LUCERNE CA
116	034-591-310-000		1,300.00	3865 LAKEVIEW TER LUCERNE CA
117	034-671-130-000		1,300.00	3835 LAKEVIEW TER LUCERNE CA
118	034-671-180-000		15,500.00	6610 LOGAN DR LUCERNE CA
119	034-866-170-000		19,600.00	6623 VICTORIA ST LUCERNE CA
120	035-012-320-000		2,900.00	9005 E STATE HWY 20 GLENHAVEN CA
121	035-052-130-000		7,000.00	9590 E STATE HWY 20 GLENHAVEN CA
122	035-102-310-000		1,400.00	12201 WIDGEON WY CLEARLAKE OAKS CA
123	035-122-500-000		1,700.00	12438 WIDGEON WY CLEARLAKE OAKS CA
124	035-131-160-000		1,700.00	12398 OAK ST CLEARLAKE OAKS CA
125	035-132-360-000		7,500.00	12577 WIDGEON WY CLEARLAKE OAKS CA
126	035-141-260-000		1,800.00	12494 THE PLAZA CLEARLAKE OAKS CA
127	035-152-600-000		20,400.00	12498 OAK ST CLEARLAKE OAKS CA
128	035-152-650-000		9,500.00	12545 LAKEVIEW DR CLEARLAKE OAKS CA
129	035-172-120-000		2,300.00	12871 LAKEVIEW DR CLEARLAKE OAKS CA
130	035-261-230-000		17,900.00	11647 LAKEVIEW DR CLEARLAKE OAKS CA
131	035-263-090-000		53,600.00	11651 GARDEN CT CLEARLAKE OAKS CA
132	035-272-050-000		1,800.00	11753 WIDGEON WY CLEARLAKE OAKS CA
133	035-272-090-000		1,800.00	11793 WIDGEON WY CLEARLAKE OAKS CA
134	035-274-370-000		3,000.00	11732 WIDGEON WY CLEARLAKE OAKS CA
135	035-274-380-000		700.00	11742 WIDGEON WY CLEARLAKE OAKS CA
136	035-274-390-000		2,600.00	11752 WIDGEON WY CLEARLAKE OAKS CA
137	035-274-400-000		700.00	11762 WIDGEON WY CLEARLAKE OAKS CA
138	035-302-320-000		1,800.00	11355 WEST WIDGEON WY CLEARLAKE OAKS CA
139	035-303-040-000		3,000.00	11343 TOYON DR CLEARLAKE OAKS CA
140	035-311-060-000 COMBO W/ 035-311-070-000		3,400.00	11452 WEST WIDGEON WY CLEARLAKE OAKS CA
140	035-311-070-000 COMBO W/ 035-311-060-000			11458 WEST WIDGEON WY CLEARLAKE OAKS CA
141	035-311-120-000		6,700.00	11488 WEST WIDGEON WY CLEARLAKE OAKS CA
142	035-331-270-000		2,100.00	11692 KONOCTI DR CLEARLAKE OAKS CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
143	035-332-540-000		9,000.00	11739 KONOCTI DR	CLEARLAKE OAKS CA
144	035-385-180-000		16,100.00	345 BUTLER ST	CLEARLAKE OAKS CA
145	035-385-370-000		23,400.00	315 BUTLER ST	CLEARLAKE OAKS CA
146	035-413-100-000		9,900.00	13198 FOURTH ST	CLEARLAKE OAKS CA
147	035-421-130-000		6,000.00	13092 SIXTH ST	CLEARLAKE OAKS CA
148	035-521-050-000		19,000.00	10561 PINGREE RD	CLEARLAKE OAKS CA
149	036-141-280-000		19,400.00	12010 NORTH DR	CLEARLAKE PARK CA
150	036-314-420-000		2,500.00	2252 SHERWOOD DR	CLEARLAKE PARK CA
151	037-031-100-000		6,700.00	2780 CARMEL AVE	CLEARLAKE PARK CA
152	037-052-260-000		7,300.00	3021 OAK CREST DR	CLEARLAKE PARK CA
153	038-113-270-000		2,200.00	2933 ELEVENTH ST	CLEARLAKE CA
154	038-131-190-000		3,300.00	3161 SIXTEENTH ST	CLEARLAKE CA
155	038-132-390-000		3,000.00	3055 FIFTEENTH ST	CLEARLAKE CA
156	038-132-490-000		2,200.00	3102 SIXTEENTH ST	CLEARLAKE CA
157	038-141-590-000		5,200.00	3106 FIFTEENTH ST	CLEARLAKE CA
158	038-153-160-000		1,800.00	3152 NINTH ST	CLEARLAKE CA
159	038-153-200-000		3,000.00	3192 NINTH ST	CLEARLAKE CA
160	038-153-240-000		1,700.00	3033 EIGHTH ST	CLEARLAKE CA
161	038-153-530-000		2,000.00	3083 EIGHTH ST	CLEARLAKE CA
162	038-171-120-000		2,900.00	2900 SEVENTH ST	CLEARLAKE CA
163	038-171-510-000		2,000.00	2971 SIXTH ST	CLEARLAKE CA
164	038-174-170-000		3,600.00	2916 FOURTH ST	CLEARLAKE CA
	COMBO W/ 038-174-180				
164	038-174-180-000			2926 FOURTH ST	CLEARLAKE CA
	COMBO W/ 038-174-170				
166	038-184-540-000		1,800.00	3176 FOURTH ST	CLEARLAKE CA
167	038-185-580-000		1,900.00	3168 THIRD ST	CLEARLAKE CA
168	038-186-240-000		1,000.00	3131 PARK ST	CLEARLAKE CA
169	038-211-360-000		2,100.00	3316 TWELFTH ST	CLEARLAKE CA
170	038-214-340-000		2,900.00	3273 EIGHTH ST	CLEARLAKE CA
171	038-214-360-000		1,500.00	3292 NINTH ST	CLEARLAKE CA
	038-232-090-000	REDEEMED		3400 TENTH ST	CLEARLAKE CA
	038-232-120-000	REDEEMED		3420 TENTH ST	CLEARLAKE CA
174	038-234-400-000		4,400.00	3355 SEVENTH ST	CLEARLAKE CA
175	038-271-290-000		7,300.00	13271 COUNTRY CLUB DR	CLEARLAKE CA
176	038-296-220-000		3,000.00	3231 PARK ST	CLEARLAKE CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
177	038-296-230-000		3,000.00	3241 PARK ST	CLEARLAKE CA
178	038-303-110-000		3,000.00	3395 FOURTH ST	CLEARLAKE CA
179	039-065-230-000		4,500.00	14170 KONOCTI ST	CLEARLAKE CA
180	039-077-320-000		3,000.00	3515 SONOMA WY	CLEARLAKE CA
181	039-085-050-000		4,000.00	3590 SONOMA WY	CLEARLAKE CA
182	039-193-130-000		17,500.00	14529 WALNUT AVE	CLEARLAKE CA
	039-193-200-000	REDEEMED		3625 MADRONE ST	CLEARLAKE CA
	039-221-090-000	REDEEMED		14241 SONOMA WY	CLEARLAKE CA
185	039-266-070-000		2,000.00	14095 VILLA WY	CLEARLAKE CA
186	039-392-570-000		22,800.00	3763 CEDAR AVE	CLEARLAKE CA
187	039-401-350-000		6,100.00	3991 PINE AVE	CLEARLAKE CA
188	039-401-400-000		10,000.00	3971 PINE AVE	CLEARLAKE CA
189	039-401-410-000		14,000.00	3981 PINE AVE	CLEARLAKE CA
190	039-403-400-000		2,600.00	3975 OAK AVE	CLEARLAKE CA
191	039-406-690-000		10,300.00	3925 EUREKA AVE	CLEARLAKE CA
192	039-611-070-000		2,500.00	3333 TOYON ST	CLEARLAKE CA
193	039-624-140-000		2,000.00	3419 MINT ST	CLEARLAKE CA
194	039-624-160-000		2,000.00	3409 MINT ST	CLEARLAKE CA
195	040-082-060-000		11,600.00	14315 ROBINSON AVE	CLEARLAKE CA
196	040-111-210-000		5,400.00	3750 JAGO AVE	CLEARLAKE CA
197	040-132-120-000		3,000.00	3761 MANCHESTER AVE	CLEARLAKE CA
198	040-133-120-000		2,200.00	3840 MANCHESTER AVE	CLEARLAKE CA
199	040-134-030-000		10,200.00	3720 BUCKEYE ST	CLEARLAKE CA
200	040-136-030-000		2,500.00	3840 MULLEN AVE	CLEARLAKE CA
201	040-144-250-000		2,800.00	3995 MANCHESTER AVE	CLEARLAKE CA
	040-146-040-000	REDEEMED		4593 WEST 40TH ST	CLEARLAKE CA
203	040-214-010-000		2,300.00	4020 ARNOLD AVE	CLEARLAKE CA
204	040-238-260-000		5,900.00	4771 WEST 40TH ST	CLEARLAKE CA
205	040-330-280-000		2,800.00	4782 YARRINGTON CT	CLEARLAKE CA
206	041-033-330-000		12,700.00	4134 WILDER AVE	CLEARLAKE CA
207	041-033-410-000		17,500.00	4114 WILDER AVE	CLEARLAKE CA
208	041-071-040-000		17,600.00	4072 BORIE AVE	CLEARLAKE CA
209	041-115-430-000		62,400.00	15945 45TH AVE	CLEARLAKE CA
210	041-133-050-000		2,000.00	15811 39TH AVE	CLEARLAKE CA
211	041-133-390-000		2,500.00	15861 39TH AVE	CLEARLAKE CA
212	041-152-460-000		18,900.00	15826 33RD AVE	CLEARLAKE CA

County of Lake
Department of the Treasurer - Tax Collector
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Telephone 707-263-2234
TAX DEFAULTED LAND SALE #164
Sale Date: March 20, 2026 Thru March 24, 2026

Item #	Fee Parcel	Status	Minimum Bid	Situs1	
213	041-156-360-000		1,500.00	15893 33RD AVE	CLEARLAKE CA
214	041-156-530-000		27,100.00	15980 32ND AVE	CLEARLAKE CA
215	041-163-370-000		29,900.00	15790 29TH AVE	CLEARLAKE CA
216	041-191-480-000		17,900.00	16111 32ND AVE	CLEARLAKE CA
217	041-191-490-000		2,700.00	16056 31ST AVE	CLEARLAKE CA
218	041-195-100-000		15,300.00	16221 32ND AVE	CLEARLAKE CA
219	041-265-470-000		2,500.00	16028 43RD AVE	CLEARLAKE CA
220	041-302-300-000		3,700.00	5739 CRAWFORD AVE	CLEARLAKE CA
221	041-314-110-000		2,500.00	5808 CRAWFORD AVE	CLEARLAKE CA
222	041-341-420-000		2,000.00	15398 MASON ST	CLEARLAKE CA
223	041-351-320-000		17,200.00	15419 STANYON ST	CLEARLAKE CA
224	041-384-340-000		3,000.00	15783 40TH AVE	CLEARLAKE CA
225	041-391-210-000		1,500.00	15628 36TH AVE	CLEARLAKE CA
226	042-042-160-000		12,000.00	15245 HIGHLAND AVE	CLEARLAKE CA
227	042-164-150-000		2,600.00	15908 24TH AVE	CLEARLAKE CA
228	042-164-160-000		2,600.00	15918 24TH AVE	CLEARLAKE CA
229	042-173-280-000		2,600.00	15899 20TH AVE	CLEARLAKE CA
230	042-175-320-000		2,600.00	15973 22ND AVE	CLEARLAKE CA
231	042-188-080-000		1,900.00	16219 25TH AVE	CLEARLAKE CA
232	042-206-130-000		8,800.00	16134 18TH AVE	CLEARLAKE CA
233	042-282-380-000		2,200.00	16362 19TH AVE	CLEARLAKE CA
234	042-291-190-000		3,200.00	16247 17TH AVE	CLEARLAKE CA
235	042-331-130-000		2,100.00	16002 15TH AVE	CLEARLAKE CA
236	042-331-140-000		2,100.00	16012 15TH AVE	CLEARLAKE CA
237	043-310-250-000		10,500.00	6500 SUNRISE DR	LOWER LAKE CA
238	043-352-100-000		3,900.00	4800 HAWAINA WY	KELSEYVILLE CA
239	043-352-110-000		3,900.00	4796 HAWAINA WY	KELSEYVILLE CA
240	043-391-100-000		27,900.00	11087 FAIRWAY DR	KELSEYVILLE CA
241	043-433-090-000		1,800.00	10674 EDGEWATER DR	KELSEYVILLE CA
242	043-522-040-000		3,100.00	5111 CANTERBERRY DR	KELSEYVILLE CA
243	043-551-190-000		29,400.00	9700 STATE HWY 281	KELSEYVILLE CA
244	043-651-030-000		4,600.00	11030 WHEELER DR	KELSEYVILLE CA
245	044-211-160-000		4,000.00	2595 EASTLAKE DR	KELSEYVILLE CA
246	044-272-220-000		3,400.00	3356 SOUTHLAKE CT	KELSEYVILLE CA
247	044-372-030-000		5,200.00	6978 JUNIPERO AVE	KELSEYVILLE CA
248	045-091-100-000		4,700.00	8140 MOUNTAIN CREST DR	KELSEYVILLE CA

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TAX DEFAULTED LAND SALE #164
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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
249	045-133-060-000		3,400.00	8395 BROADVIEW DR	KELSEYVILLE CA
250	045-142-140-000		6,400.00	2841 RIVIERA HEIGHTS DR	KELSEYVILLE CA
251	045-183-150-000		5,600.00	6825 ECHO DR	KELSEYVILLE CA
252	045-193-010-000		2,900.00	3390 WESTRIDGE DR	KELSEYVILLE CA
253	045-193-030-000		2,700.00	3430 WESTRIDGE DR	KELSEYVILLE CA
254	045-233-120-000		3,900.00	3208 MARINA VIEW DR	KELSEYVILLE CA
255	045-234-020-000		3,100.00	6940 GRANDE VISTA DR	KELSEYVILLE CA
257	049-122-070-000		25,800.00	16703 ELLEN SPRINGS DR	LOWER LAKE CA
258	050-071-070-000		3,400.00	10770 FOOTHILL RD	LOCH LOMOND CA
259	050-181-230-000		3,500.00	16930 WOODLAND TER	WHISPERING PINES CA
260	050-181-270-000		3,400.00	10355 PARKSIDE AVE	WHISPERING PINES CA
261	050-182-020-000		900.00	10230 PARKSIDE AVE	WHISPERING PINES CA
262	050-183-080-000		4,400.00	16936 EDGEWOOD WY	WHISPERING PINES CA
263	050-184-010-000		3,500.00	16931 EDGEWOOD WY	WHISPERING PINES CA
264	050-191-050-000		5,400.00	16986 CASTLEWOOD RD	WHISPERING PINES CA
265	050-192-010-000		3,900.00	16961 CASTLEWOOD RD	WHISPERING PINES CA
266	050-192-020-000		3,200.00	16971 CASTLEWOOD RD	WHISPERING PINES CA
267	050-193-010-000		3,400.00	16965 EDGEWOOD WY	WHISPERING PINES CA
268	050-194-010-000		3,400.00	16990 CASTLEWOOD RD	WHISPERING PINES CA
269	050-194-020-000		3,000.00	16995 CASTLEWOOD RD	WHISPERING PINES CA
270	050-261-010-000		4,000.00	10349 BROOKSIDE DR	WHISPERING PINES CA
	COMBO W/ 050-261-020-000				
270	050-261-020-000			10359 BROOKSIDE DR	WHISPERING PINES CA
	COMBO W/ 050-261-010-000				
271	050-261-160-000		1,000.00	10337 PINEWOOD WY	WHISPERING PINES CA
272	050-404-220-000		3,800.00	11680 ANDERSON SPRINGS RD	MIDDLETOWN CA
273	050-561-150-000		20,200.00	9931 LUKES RD	COBB CA
274	050-581-480-000		4,900.00	12350 WESTERN PINE RD	LOCH LOMOND CA
275	050-591-500-000		21,500.00	12618 OBSERVATION RD	LOCH LOMOND CA
	COMBO W/ 050-591-510-000				
275	050-591-510-000			12634 OBSERVATION RD	LOCH LOMOND CA
	COMBO W/ 050-591-500-000				
276	050-733-070-000		4,000.00	16556 COBB BLVD	COBB CA
277	050-743-010-000		4,000.00	16570 COBB BLVD	COBB CA
278	051-052-020-000		1,400.00	15405 HUMBOLDT DR	COBB CA
279	051-053-100-000		9,700.00	15287 SUMMIT BLVD	COBB CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
280	051-072-050-000		10,000.00	15225 SUMMIT BLVD	COBB CA
281	051-202-080-000		5,300.00	9334 BLEUSS WY	COBB CA
282	052-092-020-000		5,000.00	9802 VENTURI DR	COBB CA
283	052-101-120-000		4,300.00	9754 VENTURI DR	COBB CA
284	052-171-050-000		6,600.00	11264 LOCH LOMOND RD	LOCH LOMOND CA
285	052-172-030-000		10,800.00	11273 LOCH LOMOND RD	LOCH LOMOND CA
286	052-253-010-000		4,600.00	11990 LOCH LOMOND RD	LOCH LOMOND CA
287	060-251-040-000		2,000.00	12340 CERRITO DR	CLEARLAKE OAKS CA
288	062-062-320-000		5,900.00	16715 FOX WY	CLEARLAKE OAKS CA
289	062-511-130-000		25,400.00	2788 SPRING VALLEY RD	CLEARLAKE OAKS CA
290	062-602-220-000		2,600.00	2912 MEADOW CREEK RD	CLEARLAKE OAKS CA
291	063-132-040-000		1,500.00	30375 CREEKSIDE DR	LAKE PILLSBURY CA
292	088-031-040-000		8,000.00	5320 JAMIE LN	KELSEYVILLE CA
293	136-031-410-000		3,800.00	15503 SNAKE RANCH RD	MIDDLETOWN CA
294	136-071-060-000		7,000.00	22182 JERUSALEM GRADE	MIDDLETOWN CA
295	141-011-040-000		7,200.00	17067 KNOLLVIEW DR	HIDDEN VALLEY LAKE CA
296	141-163-050-000		6,200.00	18459 LAKERIDGE CIR	HIDDEN VALLEY LAKE CA
297	141-163-060-000		6,200.00	18475 LAKERIDGE CIR	HIDDEN VALLEY LAKE CA
298	141-163-070-000		6,200.00	18491 LAKERIDGE CIR	HIDDEN VALLEY LAKE CA
299	141-451-110-000		4,200.00	19622 PARK RIDGE DR	HIDDEN VALLEY LAKE CA
300	141-501-120-000		800.00	19577 POWDER HORN RD	HIDDEN VALLEY LAKE CA
301	141-562-010-000		3,000.00	20883 POWDER HORN RD	HIDDEN VALLEY LAKE CA
302	141-731-080-000		6,400.00	19948 MOUNTAIN MEADOW SOUTH	HIDDEN VALLEY LAKE CA
303	142-021-100-000		4,600.00	16619 ROUND HILL CT	HIDDEN VALLEY LAKE CA
304	142-035-060-000		8,600.00	18189 DEER HILL RD	HIDDEN VALLEY LAKE CA
305	142-072-030-000		52,700.00	18357 DEER HILL RD	HIDDEN VALLEY LAKE CA
306	142-192-060-000		3,900.00	19153 COYLE SPRINGS RD	HIDDEN VALLEY LAKE CA
307	142-201-110-000		4,300.00	17323 GREENRIDGE RD	HIDDEN VALLEY LAKE CA
308	142-201-120-000		3,900.00	17317 GREENRIDGE RD	HIDDEN VALLEY LAKE CA
309	142-213-170-000		3,700.00	17029 GREENRIDGE RD	HIDDEN VALLEY LAKE CA
310	142-272-060-000		7,100.00	16438 CONESTOGA RD	HIDDEN VALLEY LAKE CA
311	142-322-100-000		3,800.00	16523 RIDGECREST CT	HIDDEN VALLEY LAKE CA
312	142-352-040-000		3,800.00	16441 EAGLE ROCK RD	HIDDEN VALLEY LAKE CA
313	142-391-210-000		3,600.00	16017 EAGLE ROCK RD	HIDDEN VALLEY LAKE CA
314	142-402-240-000		3,900.00	15675 EAGLE ROCK RD	HIDDEN VALLEY LAKE CA
315	142-402-260-000		4,000.00	15723 EAGLE ROCK RD	HIDDEN VALLEY LAKE CA

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Item #	Fee Parcel	Status	Minimum Bid	Situs1	
316	142-403-010-000		1,500.00	15582 EAGLE ROCK RD	HIDDEN VALLEY LAKE CA
317	430-121-060-000		5,900.00	9519 FAIRWAY DR	KELSEYVILLE CA
318	430-241-070-000		5,300.00	10792 HARBOR RD	KELSEYVILLE CA
319	430-243-080-000		2,000.00	10775 HARBOR RD	KELSEYVILLE CA
320	628-090-020-000		26,800.00	21947 MERIANN DR	CLEARLAKE OAKS CA
	COUNT		2,459,800.00		
	314				

California State Controller's Office
County Tax Sale Procedural Manual
Chapter 7 Tax Sales

Objections to the Sale

Prior to the date of the first notice of sale publication, objection letters to the sale may be received from taxing agencies and nonprofit organizations.

Type of Agency

- **Taxing Agency That is Not Also a Revenue District** – This includes the State, counties, and any district that formulates its own assessment of property for taxation purposes and levies taxes or assessments on property (§121, §3695).
- **Taxing Agency That is Also a Revenue District** – This includes every city, as well as any district for which county officers assess property and collect taxes or assessments (§122, §3695).
- **Nonprofit Organization** – With regard to purchasing tax-defaulted property by chapter 8 agreement sale, a nonprofit organization qualifies if the organization is dedicated to the express purpose of acquiring:
 - Single-family or multifamily dwellings for rehabilitation and sale or rent to low-income persons, or for other use to serve low-income persons (§3695.5, §3772.5); and or
 - Vacant land for the purpose of constructing residential dwellings for subsequent sale or rent to low-income persons, or for other uses to serve low-income persons, or to dedicate for public use (§3695.5, §3772.5).

Note: If a taxing agency, regardless of whether it is also a revenue district, does not object to a sale prior to the sale date, its liens are canceled and the agency is then entitled to its share of the proceeds deposited in the delinquent tax sale trust fund (§3695, §3712(b)).

Type of Objection

- **Objection Solely to Preserve a Lien** – Only a taxing agency that is not also a revenue district may file this type of objection. The objection must be registered before the date of the sale and serves only to preserve the agency's lien, as defined in §3712, on a property that is sold. The tax collector is not required to withdraw the property from the sale.

Note: Because an objection solely to preserve a lien does not require the property to be withdrawn from the sale, the statutory deadline to make the objection is the last day prior to the tax sale (§3695).
- **Objection to Purchase a Property as an Option to Preserve a Lien** – Only a taxing agency that is not also a revenue district may file this type of objection. The objection must be registered before the date of the sale. It allows the agency to purchase the property and sell it on its own in order to recoup the lien, rather than preserving the lien and attempting to recover payment from the new owner. This objection requires the tax collector to withdraw the property from the sale. Refer to the County Tax Sale Procedural Manual, Chapter 8 Tax Sales, for comprehensive procedures.

California State Controller's Office
County Tax Sale Procedural Manual
Chapter 7 Tax Sales

Objections to the Sale (continued)

- **Objection to Purchase a Property as a Requirement to Preserve a Lien – Only a taxing agency that is also a revenue district may file this type of objection. The objection must be registered before the date of the sale. It requires the agency to purchase the property if the recovery of the lien through excess proceeds is not desired. This objection requires the tax collector to withdraw the property from the sale. Refer to the County Tax Sale Procedural Manual: Chapter II Chapter 8 Tax Sales, for comprehensive procedures.**

- **Objection to Purchase a Property for Public Use Pursuant to §3695.4 – Any eligible taxing agency, revenue district, redevelopment agency or special district may file this type of objection. The objection, along with an application to purchase in accordance with Chapter 8 (commencing with §3771) for any property that is or may be needed for public use, must be completed and registered before the date of the first publication of the notice of intended sale. If the State, a city, a taxing agency, a revenue district, or a special district files an objection and application in compliance with this section, the tax collector shall not proceed with the sale of the subject property. Refer to the County Tax Sale Procedural Manual Chapter II: Chapter 8 Tax Sales, for comprehensive procedures.**

- **Objection to Purchase a Property for Low-Income Use or Public Use Pursuant to §3695.5**
 - **Only a nonprofit organization as defined in §3772.5(b) may file this type of objection. The objection must be registered before the date of the first publication or posting of the notice of intended sale pursuant to §3702 and §3703. If the nonprofit organization files an objection and application in compliance with this section and with any conditions of sale established pursuant to all appropriate Chapter 8 Tax Sale provisions of the Revenue and Taxation Code, the tax collector may not proceed with the sale of the property. Refer to the County Tax Sale Procedural Manual Chapter II: Chapter 8 Tax Sales, for comprehensive procedures.**

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

3
4 **RESOLUTION NO. 2025-26 10**

5
6 **A RESOLUTION ESTABLISHING AND APPROPRIATING**
7 **OVER-REALIZED / UNANTICIPATED REVENUES**
8

9
10 **WHEREAS, GOVERNMENT CODE 29125**, provides that transfers and revisions
11 between funds may be available for specific appropriation by a four-fifths vote of the Board at a
12 noticed public hearing held as part of any regular or special meeting of which all members have
13 had reasonable notice; and,
14

15 **WHEREAS**, South Lake County Fire Protection District receives reimbursement under
16 the terms and conditions of the California Fire Assistance Agreement for the Gifford fire.
17

18 **NOW, THEREFORE, BE IT RESOLVED AND DIRECTED THAT** the South Lake
19 County Fire Protection District Board of Directors directs the County Auditor-Controller to
20 increase the budget according to the following:
21

22 Increase 357-9557-453.54-90 State Other \$110,183

23 Increase 357-0000-392.04-00 Equipment Reserve \$37,312

24 Increase 357-9557-795.01-12 Salaries & Wages-Temporary \$72,871
25

26 **THIS RESOLUTION** was introduced and adopted by the Board of Directors of the South
27 Lake County Fire Protection District at a regular meeting held on the 20th day of January,
28 2026 by the following vote:
29

30 AYES:

31 NOES:

32 ABSENT OR NOT VOTING:
33

34 BY:

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT
MATTHEW STEPHENSON, President, Board of Directors
35
36

37 ATTEST:

Gloria Fong, Clerk to the Board of Directors

MUTUAL AID / ABH - Personnel Equipment Reimbursement Summary

<u>Eqt.</u>	<u>Inc. Name</u>	<u>Inc. #</u>	<u>Req. #</u>	<u>Start Date</u>	<u>Amt Rec'd</u>	<u>Date Rec'd</u>	<u>Pers Amt</u>	<u>Eqt Amt</u>	<u>Inv'd</u>
WT6011	Arden	CALNU014660	E-18	8/9	2,052.18	9/26/2025	719.55	1,332.63	2,052.18 RES 2025-26-09
WT6011	Lake	CALNU014234	E-44	8/4	11,906.23	1/6/2026	6,286.97	5,619.26	11,906.23
WT6011	Cole	CALNU014818	E-18	8/11	1,368.12	10/6/2025	479.70	888.42	1,368.12 RES 2025-26-09
DZ-6	Green	CASHF000560	E-148	7/10	21,992.02	12/4/2025	21,992.02		21,992.02
E6031	Gifford	CALPF002181	E-20050.7	8/6	110,183.31	1/15/2026	72,871.35	37,311.96	110,183.31 RES 2025-26-10
WT6011	SKY	CALNU015735	E-7	8/24	12,115.68	12/8/2025	5,008.32	7,107.36	12,115.68 RES 2025-26-09
E6031	LNU AUG MOVE UP	CALNU014049	E-46	8/27	68,332.90	11/21/2025	34,555.43	33,777.47	68,332.90 RES 2025-26-09
E6031	SKY	CALNU015735	E-12	8/24	6,183.26	11/12/2025	3,126.83	3,056.43	6,183.26 RES 2025-26-09
U6321	PICKETT	CALNU015521	O-548	9/2	83,505.66	1/6/2026	39,789.82	43,715.84	83,505.66
UTV	PICKETT	CALNU015521	E-480	8/30	2,107.44	1/6/2026		2,107.44	2,107.44
E6061	MUD DEBRIS PRE PO	CAOES250150	E-2	12/20					0.00
E6061	MUD DEBRIS PRE PO	CAOES250168	E-2	1/1					0.00
Total					319,746.80		184,829.99	134,916.81	319,746.80
							43,889.83	46,162.31	90,052.14 RES 2025-26-09
							72,871.35	37,311.96	110,183.31 RES 2025-26-10

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT



BOARD OF DIRECTORS POLICY AND PROCEDURES MANUAL

Updated Sep 9, 2023

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

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

1-707-987-3089

www.southlakecountyfire.org

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About the District

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

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

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

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

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

ARTICLE 1: THE FIRE DISTRICT

1.1 Fire District Governing Authority

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

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

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

1.2 Adopting Governing By Policy

One of the major functions of the Board of Directors is to serve as the policy-making body of the Fire District and to govern the activities and shape the future of the Fire District. The Board of Directors agrees that the Fire Chief and the management staff are responsible for the day-to-day administration and operations of the District.

The intent of the Board of Directors is to set forth a series of policies and board meeting procedural rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

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

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

1.3 Fire District Board Policies

It is the intent of the Fire District Board to be governed by a set of policies. The policies shall be adopted by the Board and made available as public documents. The Board is also governed by a set of Rules of Order for conducting meetings as noted in Article 9.

The policies of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection at the highest obtainable level of quality for the residents of the District.

In the event that a Board policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated said policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy shall clearly specify the intent of the Board in interpreting the policy.

In deliberations leading to the establishment or amendment of Board Policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out the legally mandated tasks and general policies in the interest of the public good. The District recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place as necessary and at least annually at a regularly scheduled Fire District Board meeting in May and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board Policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Policy adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors in the course of a single meeting.

The assembled policies, known collectively as the Board Policy and Procedures Manual, shall be the reference instrument to govern the conduct and deliberations of the business conducted by the Board. Appendices to the Board Policy and Procedures Manual are not in themselves policies and may be changed as necessary to provide up to date information.

ARTICLE 2: FIRE DISTRICT BOARD OF DIRECTORS

2.1 Basis of Authority

The Board of Directors is the unit of authority within the District. Directors, apart from their normal function as a part of a unit, have no individual authority. As individuals, Directors may not commit the District to any policy, act, expenditure, or give individual direction to the Fire Chief, District staff or the legal counsel for the District.

Directors do not represent any fractional segment of the community, but are rather, a part of the body which represents and acts for the community as a whole.

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

2.2 Board Member Job Description

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. It is their responsibility to ratify annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

The majority of the members of the Board of Directors set the official policy of the District. District policies are to be mindful of the legal and constitutional rights of citizens and are set with care, in full accordance with the law.

The Board is entitled to enter into all contracts on behalf of the District within the scope of its authority and in the line of duty.

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

Directors are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. All Directors should be aware of any issue of self-dealing and should abstain from voting on any issues in which the Director is interested, or on those involving issues which could somehow affect their tenure or benefits. Board members are required to file Fair Political Practices Commission, Form 700 Statement of Economic Interests, upon assuming or leaving office and annually with the Clerk of the Board, as required by California State Law. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District in keeping with State and Federal constitutions, statutes, and rules, interpretations of the courts, and all the powers and responsibilities they provide.

2.3 Director Attendance at Meetings

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. This shall include all ad-hoc committee meetings to which the Director has been assigned.

ARTICLE 3: MEMBERSHIP ON THE FIRE DISTRICT BOARD

3.1 Board Membership

The Board of Directors of South Lake County Fire Protection District shall consist of five (5) members serving four (4)-year staggered terms. By State law, a resident of the District who is a registered voter over 18 years of age shall be eligible to serve as a Director (H&S Code §13841). The election of the Director shall be conducted as provided by California Law (Election Code §10500-10556).

3.2 Board Orientation

Board Candidate Orientation

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

New Board Member Orientation

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

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

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

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

3.3 Training, Education and Conferences

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

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

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

External Training

It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Notification shall be provided to the Board of Directors for meetings, travel and conferences outside of the District.

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

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

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

Internal District Training

Board members are encouraged to observe fire ground and disaster training events, to foster a better understanding of the knowledge, skills and abilities required of Command Staff and Line personnel in performing their duties. Request for attendance shall be submitted to the Fire Chief in advance of the training for approval.

3.4 Board Director Compensation and Reimbursement

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

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

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

3.5 Board Director Apparel and Equipment

The District shall provide each Director upon assuming office:

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

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

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

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

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

3.6 Board Vacancies

Pursuant to State Law (California Gov't Code §1770), a vacancy on the Board shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except when prevented by sickness, or when absent from the state with the permission required by law, or as authorized by the Board of Directors or any of the following:

1. The death of the incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the Director will not be able to perform the duties of his or her office for the remainder of his or her term.
3. His or her resignation.
4. His or her removal from office.
5. His or her ceasing to reside in the District.
6. His or her conviction of a felony or any offense involving a violation of his or her official duties.
7. His or her refusal or neglect to file his or her required oath or bond within the time prescribed.
8. The decision of a competent tribunal declaring voids his or her election or appointment.
9. His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event, the office shall not be deemed vacant until the order of commitment has become final.

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

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

Appointments

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

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

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

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

3.7 Board Elections

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

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

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

ARTICLE 4: OFFICERS AND COMMITTEES OF THE DISTRICT BOARD

4.1 Board Officers

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

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

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

4.2 Board Officer Duties

President

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

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

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

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

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

Vice President

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

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

4.3 Board Ad-Hoc Committees and Liaisons

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

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

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

The Board will establish liaisons as appropriate.

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

ARTICLE 5: POWERS AND DUTIES OF THE FIRE DISTRICT BOARD

It is the policy of the Fire District Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

5.1 Board Responsibilities and Duties of Fire Chief

Important activities of the Fire Board are the formulation of policies and rules regarding Fire District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative, personnel and executive functions to the Fire Chief.

5.2 Code of Ethics and Harassment

The Board of Directors of the South Lake County Fire Protection District is committed to providing excellence in legislative leadership that will result in the highest quality of services to its constituents.

Pursuant to AB 1234, Ethics Training for Local Officials, passed by the California Legislature on October 7, 2005, requires that all local agencies that provide compensation, salary or stipend to, or reimburses the expenses of, members of a legislative body must within one year of election or appointment and at least once every two years thereafter receive two hours in general ethics principles and ethics laws relevant to public service. In addition, this requirement applies to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act. The training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online. A Board member that serves on the board of another agency is only required to take the training once every two years.

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

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

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

5.3 Board Directors Meeting Participation

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

5.4 Board Directors Decorum

It is understood that Director will not always agree. Directors have the right to maintain and express differing viewpoints, styles, opinions and values. Nonetheless, Directors should aspire to respect the dignity of their office and to observe common standards of decorum to the extent possible. In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable.
- Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

5.5 Board Directors Responsibility to Constituents

Directors, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting the fire and life-safety needs of the District.

5.6 Board Directors Action and Service

Director's decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

5.7 Board Directors Conduct and Responsibilities

Conduct

The Fire District Directors shall observe the following code of conduct designed to guide their actions in carrying out their responsibilities. A Fire District Board Director should strive to understand that his/her basic function is policy and not administration or operations. Therefore, Directors will:

- Refuse to make commitments on any matter which should come before the Board as a whole.
- Refuse to participate in secret meetings or other irregular meetings, which are not official and which all members do not have the opportunity to attend.
- Recognize that he/she has no legal status to act for the Board outside of official meetings.
- Respect the rights of Fire District constituents to be heard at official meetings within established parameters and guidelines for public testimony.
- Make decisions only after available facts bearing on a question have been presented and discussed.
- Accept the principle of "majority rule" in Board decisions.
- Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies.
- Recognize that the Fire Chief or designee is the technical advisor to the Board.
- Present personal criticisms, complaints or problems regarding Fire District operation directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution.
- Declare conflicts of interest into the public record.
- Conduct all Fire District business in an ethical manner.
- Refuse to use his/her position on the Fire Board in any way, whatsoever, for personal gain.
- Not distract or engage in personnel in any way during any training or live incidents in which the Director's presence has been requested by the Fire Chief.
- Not speak for or give operational orders to the Fire Chief, command staff, or any operational staff during live incidents in which the Director's presence has been requested by the Fire Chief.
- Not engage in behaviors of harassment, discrimination or retaliation towards other Directors, the Fire Chief, command staff, or any other personnel of the District. The District has policy and procedures governing harassment, discrimination and retaliation in the workplace. It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination and retaliation. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any employee. All Directors must be familiar with and in compliance of the District's Policy prohibiting such behaviors. All new Directors shall participate in Harassment, Discrimination and Retaliation Training within one year of joining the Board, if they have not already done so.
- Give staff and contemporaries the respect and consideration due to skilled professional personnel.

Responsibilities

Directors are responsible for monitoring the progress in attaining District goals and objectives while pursuing its mission.

Directors shall practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach the Fire Chief or appropriate staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints shall be referred directly to the Fire Chief.
- In handling items related to safety, concerns for safety, or hazards Directors shall report according to following chain of command and report such items to the following:
 1. Fire Chief
 2. Battalion Chief
 3. Duty Fire Captain

Chain of Command is dependent upon operational staff availability. If unavailable, emergency situations shall be dealt with immediately by seeking appropriate assistance.

In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns shall be referred directly to the Fire Chief or Clerk to the Board. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District. Directors shall be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors function as a part of the whole. As such, issues shall be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors shall be expected to serve on ad hoc committees as established. These committees are two (2) Director fact-finding committee established for the purpose of making recommendations to the full Board on modifications to current policies and related Fire District business.

5.8 Board Director Discipline

The Board reserves the right to censure, criticize, disapprove or condemn actions taken by individual Board members if their actions exceed the grounds of authority conferred upon Directors by the law or, if by their actions, they fail to fulfill their fiduciary duty to the District.

The right to censure a fellow elected official is established by case law. Censure is a disciplinary matter and, as such, the person who is proposed for censure has a right to due process (i.e. hearing on the charges). The Board may also pass resolutions criticizing, disapproving or condemning a Board member for his/her conduct and that does not require a process hearing beforehand.

5.9 Board and District Public Communication

The Fire Chief, or his designee, is the spokesperson for the District when dealing with the media. In the course of normal events, Directors should refer inquiries to the Fire Chief. The Fire Chief and the Board should strive to be in agreement regarding the public posture of the District. Where possible it is desirable for the Board to have a unified position (e.g. "Board position") that may be communicated to the public through the media. If it is necessary for the Board to make a separate statement to the media, that responsibility should rest with the Board President or his/her designee.

Internal District information shall not be distributed to the media without the permission of the Fire Chief. Directors, as elected officials, have all of the rights and privileges of any private citizen to speak with the media. If a Director finds it necessary to speak to the media regarding the Fire District, that member should be clear that he/she is speaking as an individual Director and not as a spokesperson for the Board. In order to speak for the Board, any individual Director must be authorized by the Board. When speaking to the media on matters not related to the Fire District, any Director shall clearly state that he/she is speaking as a private citizen and not as a Director.

5.10 Board Philosophy for Fire District Reserves and Fund balance

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

There are now five components of fund balance:

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

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

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

Committed fund balance

Contingency for Operations

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

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

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

Assigned fund balance.

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

5.11 Fire District Board Employee Compensation Policy

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

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

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

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

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

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

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

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

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

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

5.12 Collective Bargaining Agreement

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

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

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

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

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

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

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

5.13 Sunshine Policy

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

1. Section 7507

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

2. Section 23026

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

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

3. Section 31515.5

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

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

4. **Section 31516**

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

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

ARTICLE 6: DELEGATION OF BOARD AUTHORITY

The Fire District Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

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

6.1 Responsibilities of Fire Chief to the Board

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

1. Preparing the agenda in collaboration with the Clerk to the Board and Board President for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.
3. Reporting periodically to the Board on the progress of the programs in the District.
4. Addressing personnel, financial and capital improvement matters under the direction of the Board.
5. Reporting to the Board, appointments, demotions, transfers and dismissals in accordance with the policies of the Board as applicable.
6. Provide for succession planning for management and personnel within the District.

6.2 Fire Chief Delegation

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Such administrative policies and procedures will detail the operations of the Fire District.

6.3 Fire Chief Administrative Actions

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to inform the Board promptly of such action and of the possible need for policy or rule.

6.4 Fire Chief Reporting Process – Fire Fatalities

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

ARTICLE 7: FIRE DISTRICT BOARD MEETINGS

It is the policy of the South Lake County Fire Protection District Board that all meetings shall be conducted in accordance with California and Federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources, as appropriate, before decisions are made on policy and procedural matters. (California Gov't Code §54950 et seq.)

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

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

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

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

7.1 Meeting Location

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

The President and Fire Chief or designee shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

7.2 Regular Meetings

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the South Lake County Fire Protection District Administration Office and are open to the public, except as provided for Closed Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act, with an additional posting of the agenda to the South Lake County Fire website. A nominal fee may be charged for copies of public records in accordance with rules established by the Board of Directors.

It shall be the policy of the Fire District Board to recognize itself as a policymaking body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

Meetings may include a closed session as necessary.

7.3 Special Meetings

The Board President may call a Special Meeting. A majority may meet without providing notice to the public in order to call a Special Meeting. Only those item of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

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

7.4 Emergency Meetings

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

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

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

7.5 Adjourned Meetings

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

7.6 Ad-Hoc Committees

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

7.7 Study Sessions/Workshops

Study sessions/workshops may be scheduled from time to time to allow the Board to focus closely on a particular subject. The notice and agenda requirements for a Study Session are the same as those for a regular Board meeting. A Study Session may be a closed meeting if it meets the requirements. No minutes are required for a Study Session. No action may be taken at a Study Session except providing direction to staff.

7.8 Agendas

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

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

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

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

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

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

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

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

7.9 Closed Sessions

A Closed Session is a part of a meeting where no member of the public may be present. Only the following topics are grounds for calling a closed session Government Code Section 54953 (b) (3):

- Personnel Matters: Appoint, employ, evaluate performance, discipline, dismiss or release an employee
- Pending or Anticipated Litigation
- Labor Negotiations
- Real Property Negotiations
- Public Security
- License Application by persons with criminal record
- Liability Claims
- Trade Secrets
- Charges or complaints involving information protected by federal law
- Conference involving Joint Powers Agency
- Audit by Bureau of State Audits

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

7.10 Quorum

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

7.11 Public Comments

Public comment is encouraged at all Board meetings. Any person requesting to speak is advised to fill out a speaker request card but is not required to do so. Public comment is limited to five (5) minutes per speaker, and maximum of twenty (20) minutes, which may be waived or modified by the Board President. The agenda will emphasize the right to public comment by including the following phrase as a preamble to the public comment section: “A fundamental element of democracy is the right of citizens to address their elected representatives, therefore...”

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

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

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

There are three opportunities for public comment:

Public Comment #1

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

Public Comment for Agenda Items #2

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

Public Comment #3

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

7.12 Presiding Board Meeting

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

ARTICLE 8: MEETING MINUTES, PUBLIC RECORDS

8.1 Board Meeting Minutes

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

The official records of the meetings are the approved typed minutes. The official minutes of the regular and special meetings of the Board shall be kept in a secured office with easy access for the public review during normal business hours and shall provide information as required by law and Board policies. For convenience, an additional posting of the Board agendas, minutes and meeting packet shall be posted on the South Lake County Fire Protection District website at www.southlakecountyfire.org.

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

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

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

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

8.2 Clerk to the Board

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

8.3 Board Meeting Minutes - Public Record

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the headquarters fire station located at 21095 State Highway 175, Middletown, California during regular business hours. The public shall contact the Clerk to the Board to request a time to inspect District documents.

8.4 Public Records Process

The Fire District recognizes the right of any member of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. In accordance with the Public Records Act, certain records, including personnel records, are not included in the category of records to which the right of access may be granted by the Fire District.

8.5 Board Electronic Communications Policy

The purpose of the Board Electronic Communications Policy is to ensure the proper use of the District technologies. The Electronic Communication Policy covers such items as Personal Use, Protocol for Use, Unauthorized Purposes, Authorized Hardware and Software Configurations, Data Backup, Security, Internet Use, Shared Resources, the Public Records Act, Confidentiality, Privacy and Misuse.

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

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

ARTICLE 9: RULES OF ORDER DURING MEETINGS

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

9.1 Points of Order

The Board President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board President be sustained?" In which event a majority vote shall govern and conclusively determine such question of order.

9.2 Decorum and Order - Board Directors

Any Director desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the question under debate.

- A. A Director desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself or to designate some member of his staff for that purpose.
- B. A Director, once recognized, shall not be interrupted while speaking unless called to order by the President, unless another Director raises a Point of Order, or unless the speaker chooses to yield to questions from another Director.
- C. Any Director called to order while he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter his remarks so as to comply with rules of the Board.
- D. Directors shall at all times conduct themselves with courtesy to each other to staff and to members of the audience present at Board meetings and public sessions.
- E. Any Director may invite any members of the public to speak at a Board meeting during the period reserved for public comment.

9.3 Decorum and Order - Employees

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Directors.

9.4 Conflict of Interest

All Board Directors are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Director prevented from voting because of a conflict of interest shall state the basis for the conflict, recuse him/herself and leave the room for the duration of the debate and vote on the item.

9.5 Limitation of Debate

No Board Director normally should speak more than once upon any one subject until every other Board Director choosing to speak thereon has spoken. No Board Director shall speak for a longer time than five (5) minutes each time he/she has the floor, without the approval of a majority vote of the Board.

9.6 Dissents, Protests, and Comments

Any Board Director shall have the right to express dissent from, protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason. . .".

9.7 Rulings of Board President Final Unless Overruled

In presiding over meetings, the Board President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Directors present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

9.8 Actions Not Invalidated

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

9.9 Actions

The Board may act only by motion, resolution or ordinance. For example: Board actions setting rules for long-term application are taken by ordinance, whereas routine business and administrative matters which are usually more temporary in nature are accomplished by resolutions.

The motion is a simple device to place a matter before the Board for consideration. It is a procedural device rather than a written document. Motions should not be used to adopt or approve a matter that is a lasting effect beyond the meeting itself. The motion (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

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

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

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

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

9.10 Processing of Motions

When a motion is made and seconded, it shall be stated by the Board President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

9.11 Motions Out of Order

The Board President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

9.12 Precedence of Motions

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- A. Adjourn
- B. Fix hour of adjournment
- C. Table
- D. Limit or terminate discussion
- E. Amend
- F. Continue
- G. Reconsider

A. Motion to Adjourn - Not debatable

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

- › When repeated without intervening business or discussion
- › When made as an interruption of a Member
- › When discussion has been ended and vote on motion is pending
- › When a vote is being taken a motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

B. Motion to Fix Hour of Adjournment - Not debatable

Such a motion shall be to set a definite time at which to adjourn and shall not be debatable and amendable except by unanimous vote.

C. Motion to Table - Not Debatable

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

D. Motion to Limit or Terminate Discussion - Not Debatable

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

E. Motion to Amend - Debatable

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

F. Motion to Continue - Debatable

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

G. Reconsideration - Debatable

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent to the Board.

9.13 Voting Procedure

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Director present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Board President voting last. The Clerk shall call the names of all members seated when a roll call vote is ordered or required. Directors shall respond “aye” or “no” or “abstain.” Any Board Director not audibly and clearly responding “no” or “abstain” or otherwise registering an objection shall have his vote recorded as “aye.”

9.14 Tie Votes

Tie votes shall be considered a no vote or denial.

ARTICLE 10: PROCEDURE FOR ADOPTING A RESOLUTION

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

Actions of the Board on matters of policy or procedure of a less formal nature than the subject of an ordinance are taken by resolution, which is effective upon adoption. Ordinarily, resolutions should be prepared in advance. The procedure for adoption is:

- A. Motion
- B. Second
- C. Discussion
- D. Vote, pursuant to the methods set out for motions
- E. Result declared

When a resolution has not been prepared in advance the Board may adopt the resolution by title. In that case, the Clerk to the Board or designee shall prepare the form of the resolution for presentation at the next meeting.

ARTICLE 11: PROCEDURE FOR ADOPTING AN ORDINANCE

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

Ordinances of the District shall be adopted by the Board pursuant to Government code Sections 25120 et seq.

All ordinances shall be placed on the agenda for regular meetings by title and a brief description of content. (An exception is an urgency ordinance, which may be adopted at a special meeting.) The procedure for adoption is:

- A. Discussion
- B. Introduction/first reading of the ordinance. A motion to waive the reading of the entire ordinance and read the ordinance title and number only, must be carried by a majority.

A reading by title by the Clerk of the Board motion to introduce:
 - a) Moved by:
 - b) Seconded:
 - c) Carried by:
- C. Adoption/seconding reading of the ordinance must occur at least five (5) days after the first reading. The Board will follow the same steps as the introduction/first reading of the ordinance.

Except as specified by law, ordinances become effective 30 days after final passage providing the ordinance has been published one time in a newspaper of general circulation published in the District.

ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the Fire District shall be in attendance either in person or via teleconference for Regular Fire District Board Meetings when legal advice, contract consultation, and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

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

SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT

Board Meeting Calendar 2026

BOARD MTG **WEEKEND** **HOLIDAY**

JANUARY 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SOUTH LAKE COUNTY FIRE PROTECTION DISTRICT
Board Meeting Calendar 2026**

Annual/Semi Annual Board Agenda Items Guideline

Month	Item	Type	Time Period
January	Nominations and Election of President, Vice President and Clerk	Regular	Annual
January	Mid Year Budget Revisions	Regular	As Needed
February	Assessment Fee Adjustment	Public Reading	Annual
March	Mitigation Fee Adjustment	Public Reading	Annual
April	Recommended (Preliminary) Budget to Board for Review (for discussion & direction)	Regular	Annual
May	Adopt Recommended (Preliminary) Budget for upcoming FY	Regular	Annual
May	Adopt Appropriations Limits for upcoming FY	Public Hearing	Annual
June	Declare Elections (Directors 2026, 2028 CYs; Approp. Limit 2027)	Regular	Biennial
June 30th	Fiscal Year End Close	Regular	Annual
July	Appropriations Limit Compliance Resolution	Regular	Annual
July	Final Budget to Board for Review (for discussion and direction)	Regular	Annual
August	Adopt Final Budget	Public Hearing	Annual
August	Proposed Assessment Fee Schedule Changes (updated with County info)	Public Hearing	Annual
October	Mitigation Fee Report	Public Reading	Annual
December	Certify Election Results	Regular	Biennial



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

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

BOARD OF DIRECTORS REGULAR MEETING MINUTES
Tuesday, December 16, 2025, 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 Stephenson called meeting to order at 7:02 p.m.*
2. *Chief Duncan led the pledge of allegiance.*
3. Present: Directors Rob Bostock, Jim Comisky, Vice President Stephanie Cline, and President Matthew Stephenson absent Madelyn Martinelli. Also, present Chief Matt Ryan, Chief Paul Duncan, Battalion Chief Josh Lau Board Clerk Gloria Fong and Office Tech Karin Collett.
4. **COMISKY / BOSTOCK MOTION TO APPROVE AGENDA AYES:** Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION 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.

Chief Duncan received a notification via the website on the maintenance of the Cobb Siren. Company is out of state, and we are waiting for the date.

A resident of Cobb came and expressed his concern. In January the siren did not go off, resident sent an email to OES who never heard back. Ever since January it has not gone off. In September it sounded, October, November, December it didn't. I am concerned about why it hasn't worked. Chief Duncan reached out to the company for repairs; we are waiting for that date. Locally we are having our electrician go out there and trouble shoot it.

6. Communications:
 - 6.a. Fire Sirens – *Nothing to report*
 - 6.b. Fire Safe Council - *nothing to report*
 - 6.c. Volunteer Association - *Cpt Bevins, totes for teens, blood drive, candy cane run (HVL / Middletown), Company officer class went very well. New recruits are heading off Jan 7th to academy.*
 - 6.d. Chief's Report – see attached
 - 6.e. Finance Report – *County posted first portion of the teeter; brown act is act to sunset Jan 1, 2026, with some changes there that will be coming in the next months.*

6.f. Directors' activities report

Cline- *Thank you for the Christmas party end of report.*

Comisky – *attended Christmas party also, FIRMS meeting a lot is changing. End of report*

Bostock- *Nothing to report*

Stephenson – *Attended Christmas party also. End of report*

7. Regular Items:

7.a. Consider and approve participation (Collection 1 of 4, \$37,902.52 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. 2025-26-08, A Resolution Canceling Reserves for Participation in PP-GEMT IGT. Placed on the agenda by SSA Gloria Fong.

CLINE / BOSTOCK MOTION TO APPROVE 7A AS WRITTEN AYES: Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION CARRIED**

7.b. Consider and accept Pass Through Grant Subaward #LI2025-006 of \$585,000 for purchase of Water Tender and authorize Director Comisky to execute the Pass-Through Grant Subaward. Placed on the agenda by Director Jim Comisky.

Director Comisky expressed how well this water is going to survive the community and it will be a great addition and it didn't cost our tax payers.

BOSTOCK / CLINE MOTION TO APPROVE 7B AS WRITTEN AYES: Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION CARRIED**

7.c. Consider and approve the purchase and installation of Equipment Shed. Placed on the agenda by the Equipment and Facilities Committee.

Director Comisky suggested we table until next month

7.d. Consider and approve the purchase of a South Lake Sedan for District use. Placed on the agenda by the Equipment and Facilities Committee.

Director Comisky suggested we table until next month

7.e. Consider and approve payment of Member's Expense Claim received 30 days after being incurred. Placed on agenda by SSA Gloria Fong.

BOSTOCK / COMISKY MOTION TO APPROVE 7e AS WRITTEN AYES: Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION CARRIED**

7.f. Consider and adopt Resolution No. 2025-26-09, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues. Placed on agenda by SSA Gloria Fong.

CLINE/ BOSTOCK MOTION TO APPROVE 7f AS WRITTEN AYES: Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION CARRIED**

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. November 18, 2025 – Regular Meeting Minutes

8.b. Warrants – December

New check total for tonight is \$127,527.00.

This is due to addition check for AT&T in amount of \$411.40, for Jones & Bartlett in amount of \$5604.17, for NWN Corporation amount of \$2538.26 and US Bank's check changed from \$43498.68 to \$44363.61 because of correction to Dollar Tree charge from \$65.32 to \$65.25, addition of Space Exploration \$265 charge, AW Equipment charges of \$225 and \$375.

BOSTOCK / CLINE MOTION TO APPROVE CONSENT CALENDAR WITH CHANGES ABOVE AS WRITTEN **AYES: Bostock, Cline, Comisky, Stephenson **ABSENT:** Martinelli **NOES:** none **MOTION CARRIED****

9. **COMISKY / BOSTOCK Motion** to adjourn meeting at 726p.m. All members in attendance are in favor of adjournment.

Respectfully submitted by
Karin Collett, Office Technician

READ AND APPROVED by
Matthew Stephenson
President, Board of Directors

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

Detail Report by Vendor, Invoice
 Run Date: 01/16/2026 05:43:12pm By: GF

Selection Criteria:
 Include Inv Batch No: SLCF 01/23/2026

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
11917	ACTION SANITARY	540959	01/01/2026	PORTABLE TOILET, SINK TRAILER	357-9557-795-14-00-60	193.05	
11917	ACTION SANITARY	541173	01/05/2026	PORTABLE TOILET SERVICE	357-9557-795-14-00-60	80.00	
11918	ARCHILOGIX	ALX93295	12/30/2025	ARCHITECTURAL SVCS 12/30/25	357-9557-795-63-13-63	6,331.50	BKF FEMA MAPPING
11916	A-Z BUS SALES INC	INVSAC41038	11/26/2025	VEHICLE REPAIR WT6211	357-9557-795-17-00-62	13,918.75	
11920	CALLAYOMI CO WATER DISTRICT	80 123125	01/06/2026	WATER USAGE	357-9557-795-30-00-W0	714.31	
11920	CALLAYOMI CO WATER DISTRICT	81 123125	01/06/2026	WATER USAGE	357-9557-795-30-00-WF	55.64	
11921	CASCADE SOFTWARE SYSTEMS	INV15444	01/06/2026	ACCTG SFTWR CLOUD HOST MB 01/01/26	357-9557-795-28-30-60	190.00	
11922	COBB AREA WATER DISTRICT	185 122225	12/23/2025	WATER USAGE	357-9557-795-30-00-W2	185.85	
11923	COUNTY OF LAKE SOLID WASTE	257 123125	12/31/2025	GARBAGE DISPOSAL STA 6012/10 620LB	357-9557-795-30-00-G0	22.98	
11923	COUNTY OF LAKE SOLID WASTE	257 123125	12/31/2025	GARBAGE DISPOSAL FS 12/31 860LB	357-9557-795-30-00-GF	31.87	
11933	PAUL DIZON-ARAGON	DIZONARAGON11	12/22/2025	REIMB ACCREDITATION FEE	357-9557-795-28-30-L	150.00	
11919	BARBARA HORST	HORSTJAN2026	01/09/2026	OPEB REIMBURSEMENT	357-9557-795-03-30-R	754.11	
11926	LAKE COUNTY SPECIAL DISTRICTS	2200820 021526	12/15/2025	SEWER USAGE	357-9557-795-30-00-S0	65.13	
11926	LAKE COUNTY SPECIAL DISTRICTS	2202596 021526	12/15/2025	SEWER USAGE	357-9557-795-30-00-SF	65.13	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 014111120000 21095 STATE HIGHWAY	357-9557-795-48-00-60	46.08	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 024441180000 15446 GRAHAM ST	357-9557-795-48-00-60	2.76	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 050531360000 16470 SCHWARTZ RD	357-9557-795-48-00-62	2.76	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 024441010000 21121 STATE HIGHWAY	357-9557-795-48-00-FS	21.81	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 050021210000 10331 LOCH LOMOND	357-9557-795-48-00-64	2.76	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 141381020000 19287 HARTMANN RD	357-9557-795-48-00-63	23.04	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 024441170000 15476 GRAHAM ST	357-9557-795-48-00-60	2.76	
11927	LAKE COUNTY VECTOR CONTROL	LC10052 FY25-26	12/02/2025	ASMT FY 2025-2026 050531320000 16547 STATE HWY	357-9557-795-48-00-62	30.72	
11936	ROBERT LANNING	INV122065	01/07/2026	FUEL REDUCTION DEC 2025	357-9557-795-28-30-60	3,552.00	
11928	LEETE GENERATORS	64666	01/05/2026	GENERATOR INSPECTION SEMI-ANNUAL	357-9557-795-18-00-63	320.00	
11928	LEETE GENERATORS	64680	01/05/2026	GENERATOR INSPECTION SEMI-ANNUAL	357-9557-795-18-00-60	395.00	
11928	LEETE GENERATORS	64681	01/05/2026	GENERATOR INSPECTION SEMI-ANNUAL	357-9557-795-18-00-62	325.00	
11928	LEETE GENERATORS	64682	01/05/2026	GENERATOR INSPECTION SEMI-ANNUAL	357-9557-795-18-00-64	330.00	
11929	LIFE ASSIST INC	95461FPD 123125	12/31/2025	EMS SUPPLIES	357-9557-795-19-40-MS	3,866.21	
11930	LOCH LOMOND MUTUAL WATER	31 012326	01/26/2026	WATER USAGE	357-9557-795-30-00-W4	160.00	
11924	DENNIS DAVID MAHONEY	173	12/26/2025	LANDSCAPE SERVICE	357-9557-795-18-00-60	425.00	
11931	MADELYN MARTINELLI	MARTINELLI01202	01/20/2026	REIMB MIL PPGEMTIGT WIRE TRNF	357-9557-795-29-50-B	20.30	
11932	OCCU MED LTD	0126858	12/31/2025	PHYSICALS PCF REHIRE (1)	357-9557-795-28-30-P	139.25	
11934	PETERSON MECHANICAL INC	32781	12/01/2025	HVAC SEMI ANNUAL SERVICE STA 60	357-9557-795-18-00-60	1,485.00	
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS STA 62 (2604.8010KWH)	357-9557-795-30-00-E2	1,085.31	
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS FS (1131.4160KWH)	357-9557-795-30-00-EF	491.92	
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS STA 64 (522.3100KWH)	357-9557-795-30-00-E4	241.92	
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS STA 60 (4390.2800KWH)	357-9557-795-30-00-E0	1,826.18	
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS STA 63 (1811.03500KWH)	357-9557-795-30-00-E3	759.01	

Check No	Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total	Req No / Descr 2
11935	PG AND E	699137074151221	12/22/2025	ELECTRIC CHGS STA 60 LOAN PROGRAM CHARGE	357-9557-795-30-00-E0	339.44	
11925	JANELL RIVERA	3	01/01/2026	EMS CONSULTANT DEC 2025	357-9557-795-23-80-AB	1,125.00	
11937	ROTO-ROOTER OF LAKE COUNTY	78169	12/12/2025	PLUMBING REPAIR STA 63	357-9557-795-18-00-63	676.46	
11938	SELMAN AND COMPANY	LB4096 20260101	01/01/2026	GROUP LIFE FOR PCFS	357-9557-795-03-30-G	158.08	
11939	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE113025 8999	11/30/2025	PAYROLL	357-9557-795-09-00-00	16,410.72	
11939	SOUTH LAKE COUNTY FIRE PROTECTION D	PPE123125 8999	12/31/2025	PAYROLL	357-9557-795-09-00-00	41,691.79	
11940	TELEFLEX LLC	9511024625	01/05/2026	EMS SUPPLIES	357-9557-795-19-40-MS	589.88	
11941	U.S.BANK			VARIOUS (SEE ATTACHED)		3,872.03	
11942	US BANK			VARIOUS (SEE ATTACHED)		39,100.89	
11943	WILLIAM L ADAMS PC	782	01/02/2026	LEGAL EXPENSE ME 12/31/25	357-9557-795-23-80-SP	252.00	
					TOTAL	142,529.40	

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total	Req No / Descr 2
11941	JAMF SOFTWARE LLC	101287072	01/09/2026	DEVICE MGMT SOFTWARE ME 01/09/26	357-9557-795-28-30-60	92.00	
11941	MATHESON TRI GAS INC	12299 010126	12/21/2025	MEDICAL OXYGEN	357-9557-795-19-40-0	834.86	
11941	ARMED FORCE PEST CONTROL	123601	12/04/2025	PEST CONTROL	357-9557-795-18-00-60	200.00	
11941	ARMED FORCE PEST CONTROL	123804	12/06/2025	PEST CONTROL	357-9557-795-18-00-62	80.00	
11941	ARMED FORCE PEST CONTROL	124469	12/24/2025	PEST CONTROL	357-9557-795-18-00-63	90.00	
11941	ARMED FORCE PEST CONTROL	124776	01/06/2026	PEST CONTROL	357-9557-795-18-00-63	90.00	
11941	ARMED FORCE PEST CONTROL	124858	01/08/2026	PEST CONTROL	357-9557-795-18-00-62	80.00	
11941	ARMED FORCE PEST CONTROL	124905	01/08/2026	PEST CONTROL	357-9557-795-18-00-60	125.00	
11941	ICE WATER CO	140345	12/18/2025	HYDRATION FOR STATIONS STA 62 5 GAL 1204 (3)	357-9557-795-13-00-62	24.21	
11941	ICE WATER CO	140345	12/18/2025	HYDRATION FOR STATIONS STA 63 5 GAL 11/20 (4)	357-9557-795-13-00-63	32.29	
11941	AW EQUIPMENT REPAIR INC	1739	11/26/2025	VEHICLE REPAIR E6031	357-9557-795-17-00-60	7,130.80	
11941	AW EQUIPMENT REPAIR INC	1748	12/21/2025	VEHICLE REPAIR SC6211 TRLR	357-9557-795-17-00-62	1,425.00	
11941	AW EQUIPMENT REPAIR INC	1749	12/21/2025	VEHICLE REPAIR WT6211	357-9557-795-17-00-62	300.00	
11941	AW EQUIPMENT REPAIR INC	1752	12/29/2025	VEHICLE REPAIR E6031	357-9557-795-17-00-60	485.52	
11941	AW EQUIPMENT REPAIR INC	1754	01/02/2026	VEHICLE REPAIR E6031	357-9557-795-17-00-60	750.00	
11941	AW EQUIPMENT REPAIR INC	1755	01/02/2026	VEHICLE REPAIR E6321	357-9557-795-17-00-62	150.00	
11941	AW EQUIPMENT REPAIR INC	1759	01/06/2026	VEHICLE 90 DAY SERVICE E6231	357-9557-795-17-00-62	225.00	
11941	AW EQUIPMENT REPAIR INC	1760	01/06/2026	VEHICLE 90 DAY SERVICE WT6211	357-9557-795-17-00-62	125.00	
11941	AW EQUIPMENT REPAIR INC	1761	01/06/2026	VEHICLE 90 DAY SERVICE E6221	357-9557-795-17-00-62	150.00	
11941	AW EQUIPMENT REPAIR INC	1762	01/06/2026	VEHICLE REPAIR E6011	357-9557-795-17-00-60	262.50	
11941	AW EQUIPMENT REPAIR INC	1763	01/08/2026	VEHICLE REPAIR E6011	357-9557-795-17-00-60	375.00	
11941	AW EQUIPMENT REPAIR INC	1768	01/12/2026	VEHICLE REPAIR E6031	357-9557-795-17-00-60	555.19	
11941	LAKE COUNTY WASTE SOLUTIONS	177420761U033	01/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G2	134.99	
11941	LAKE COUNTY WASTE SOLUTIONS	177420770U033	01/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G0	196.30	
11941	LAKE COUNTY WASTE SOLUTIONS	177420800U033	01/01/2026	REFUSE/RECYCLE COLLECTION	357-9557-795-30-00-G3	78.52	
11941	HARDESTERS	191590 123125	12/31/2025	EX6021 BATTERY REPL	357-9557-795-17-00-60	213.43	
11941	HARDESTERS	191590 123125	12/31/2025	M6211 RACK FASTENERS	357-9557-795-17-00-62	5.11	
11941	HARDESTERS	191590 123125	12/31/2025	U6011 TARP	357-9557-795-17-00-60	39.67	
11941	HARDESTERS	191590 123125	12/31/2025	T6011 MAINT SUPPLIES	357-9557-795-17-00-60	60.01	
11941	HARDESTERS	191590 123125	12/31/2025	STA 62 WATER DISPENSING INSTALL	357-9557-795-18-00-62	14.97	
11941	HARDESTERS	191590 123125	12/31/2025	TRAINING SUPPLIES	357-9557-795-28-30-T	91.61	
11941	HARDESTERS	191590 123125	12/31/2025	STA 62 FUEL DIP STICK	357-9557-795-17-00-62	15.41	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 COOKING SUPPLIES	357-9557-795-14-00-60	42.88	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (12@20.24EA)	357-9557-795-13-00-60	242.93	
11941	HARDESTERS	191590 123125	12/31/2025	STA 64 ROOF REPR SUPPLIES	357-9557-795-18-00-64	57.88	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (12@23.86EA)	357-9557-795-13-00-60	286.30	
11941	HARDESTERS	191590 123125	12/31/2025	STA 63 PAINT SUPPLIES	357-9557-795-18-00-63	61.09	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (12@24.38EA)	357-9557-795-13-00-60	292.57	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (12@15.94EA)	357-9557-795-13-00-60	191.22	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (24@21.74EA)	357-9557-795-13-00-60	375.64	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (INCL W-ABOVE)	357-9557-795-13-00-60	42.24	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (INCL W-ABOVE)	357-9557-795-13-00-60	87.69	
11941	HARDESTERS	191590 123125	12/31/2025	STA 60 STAFF MEALS (INCL W-ABOVE)	357-9557-795-13-00-60	16.17	
11941	HARDESTERS	191590 123125	12/31/2025	STA 63 PLUG	357-9557-795-18-00-63	12.86	
11941	HARDESTERS	191590 123125	12/31/2025	TRAINING SUPPLIES FORCE ENTRY PROP	357-9557-795-28-30-T	31.66	
11941	HARDESTERS	191590 123125	12/31/2025	EX6021 T6011 MAINT SUPPLIES	357-9557-795-17-00-60	208.29	
11941	LAKE PARTS INC	19588 123125	12/31/2025	VEHICLE SUPPLIES SC6211	357-9557-795-17-00-62	175.53	
11941	LAKE PARTS INC	19588 123125	12/31/2025	VEHICLE SUPPLIES 58 CHEVY	357-9557-795-17-00-60	82.68	
11941	LAKE PARTS INC	19588 123125	12/31/2025	VEHICLE SUPPLIES E6031 OIL	357-9557-795-17-00-60	164.08	
11941	OPPERMAN & SON INC	1P87375	01/02/2026	DRYER E6031	357-9557-795-17-00-60	100.95	
11941	MEDIACOM	30098349 013126	12/21/2025	INTERNET SVC	357-9557-795-12-00-64	99.99	
11941	MEDIACOM	30128147 011626	12/07/2025	INTERNET SVC	357-9557-795-12-00-63	116.08	
11941	MEDIACOM	30165883 012626	12/17/2025	INTERNET SVC	357-9557-795-12-00-62	116.08	
11941	MEDIACOM	30173705 012626	12/17/2025	INTERNET SVC	357-9557-795-12-00-60	129.99	

Check No	Merchant Vendor Name	Invoice	Inv Date	Invoice Description	Budget Exp Acct	Inv Total	Req No / Descr 2
11941	LEES SPORTING GOODS	3070	12/30/2025	PATCHES (100)	357-9557-795-11-00-U	389.33	
11941	BRANDON SKINNER	398	12/17/2025	LIGHT REPAIR STA 64	357-9557-795-18-00-64	350.00	
11941	ZOLL MEDICAL CORPORATION	4410091	01/09/2026	EMS SUPPLIES	357-9557-795-19-40-MS	544.83	
11941	AMAZON	4598638CM	01/06/2026	CREDIT NON DELIVERED ITEMS	357-9557-795-13-00-60	-267.12	
11941	HIDDEN VALLEY LAKE CSD	50050000 123125	12/31/2025	WATER/SEWER	357-9557-795-30-00-W3	265.22	
11941	FERRELLGAS	5009827381	11/25/2025	STA 60 PROPANE FILL (292.60GAL)	357-9557-795-30-00-P0	473.86	
11941	FERRELLGAS	5009827381	11/25/2025	STA 60 PROPANE FILL (219.60GAL)	357-9557-795-30-00-P0	358.25	
11941	FERRELLGAS	5009827381	11/25/2025	STA 62 PROPANE FILL (284.00GAL)	357-9557-795-30-00-P2	459.93	
11941	FERRELLGAS	5009827381	11/25/2025	STA 62 PROPANE FILL (183.60GAL)	357-9557-795-30-00-P2	303.24	
11941	FERRELLGAS	5009827381	11/25/2025	FS PROPANE FILL (270.50GAL)	357-9557-795-30-00-PF	446.77	
11941	VERIZON WIRELESS	6132061891	12/26/2025	CELLULAR SVC ME 01/26/26	357-9557-795-12-00-62	1,090.62	
11941	AMAZON	6370632	01/06/2026	THERMOSTAT BAY HEATERS STA 60	357-9557-795-18-00-60	244.49	
11941	MIDDLETOWN MAIL AND MORE	67920	01/05/2026	BINDERS 1"	357-9557-795-22-70-60	96.40	
11941	HEDGE APPLIANCE HEDGE REFRIGERATION	7150	10/30/2025	ICE MACHINE SERVICE STA 62	357-9557-795-17-00-62	150.00	
11941	AMAZON	7432269	01/12/2026	INSULATED DRINKWARE	357-9557-795-14-00-60	1,769.70	
11941	STERICYCLE INC	8012948925	12/19/2025	MEDICAL WASTE MB 01/01/26	357-9557-795-19-40-MW	109.38	
11941	ZOLL MEDICAL CORPORATION	91002589	12/14/2025	HEART MONITOR, AUTOPULSE, AED	357-9557-795-28-48-60	5,076.87	
11941	STRYKER SALES LLC	9210954901	12/01/2025	GURNEY, POWER LOAD SVC CONT 1 OF 5	357-9557-795-28-48-63	7,999.20	
11941	STREAMLINE SOFTWARE INC	D933AAE6-0037	01/01/2026	WEBSITE HOSTING MB 01/01/26	357-9557-795-28-30-60	524.30	
11941	STREAMLINE SOFTWARE INC	D933AAE6-0038	01/01/2026	DOCACCESS MB 01/01/26	357-9557-795-28-30-60	400.00	
11941	ZOOM VIDEO COMMUNICATIONS INC	INV337254120	01/11/2026	BOARD MTG REMOTE ACS ME 21/10/26	357-9557-795-23-80-SP	16.99	
11941	SPACE EXPLORATION TECHNOLOGIES CORP	ME 021826	01/18/2026	MOBILE INTERNET ME 02/18/26	357-9557-795-12-00-60	265.00	
11941	WITMER PUBLIC SAFETY GROUP	SO711093	01/12/2026	EXTRICATION APPAREL	357-9557-795-11-00-P	532.09	
11941	KELSEYVILLE LUMBER	SOUFI 123125	12/31/2025	STA 62 WATER DISPENSING INSTALM MAT	357-9557-795-18-00-62	114.76	PO 2026-0010
11941	KELSEYVILLE LUMBER	SOUFI 123125	12/31/2025	STA 62 WATER DISPENSING INSTALL MAT	357-9557-795-18-00-62	19.59	PO 2026-0010
					SUBTOTAL	39,100.89	
11942	AMAZON	4598638	12/18/2025	COFFEE REPLENISHMENT	357-9557-795-13-00-60	571.97	
11942	SPACE EXPLORATION TECHNOLOGIES CORP	624423776866477	12/17/2025	MOBILE INTERNET POWER SUPPLY	357-9557-795-12-00-60	117.98	
11942	HOME DEPOT	ORD WJ99411598	11/25/2025	LIGHTS TO ENSURE NIGHT VISIBILITY	357-9557-795-28-30-60	373.83	
11942	HOME DEPOT	ORD WN43228776	12/11/2025	BEAUTIFICATION SUPPLIES STA 63	357-9557-795-18-00-63	2,808.25	2026-0012
					SUBTOTAL	3,872.03	

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	3,100.00	3,200.00	49.21	0.00
01-12	Salaries & Wages-Temporary	150,000.00	137,990.00	128,407.75	9,582.25	93.06	0.00
01-13	Salaries & Wages-Overtime	36,000.00	91,900.00	87,605.64	4,294.36	95.33	0.00
02-21	FICA/Medicare-Emplyr Share	14,800.00	18,800.00	16,991.67	1,808.33	90.38	0.00
03-30	Insurance	35,595.00	31,595.00	11,197.82	20,397.18	35.44	912.19
03-31	Unemployment Insurance	3,900.00	3,900.00	1,035.31	2,864.69	26.55	0.00
04-00	Workers Compensation	57,656.00	57,656.00	29,164.00	28,492.00	50.58	0.00
09-00	Payroll Clearing	0.00	0.00	18,532.61	-18,532.61	N/A	58,102.51
11-00	Clothing & Personal Supplies	30,035.00	30,035.00	29,738.97	296.03	99.01	921.42
12-00	Communications	30,000.00	25,000.00	11,666.73	13,333.27	46.67	1,935.74
13-00	Food	5,335.00	10,335.00	6,369.93	3,965.07	61.63	1,896.11
14-00	Household Expense	15,750.00	15,750.00	8,414.50	7,335.50	53.43	2,085.63
15-10	Insurance-Other	120,000.00	120,000.00	114,589.66	5,410.34	95.49	0.00
17-00	Maintenance-Equipment	111,585.00	111,585.00	77,759.23	33,825.77	69.69	27,067.92
18-00	Maint-Bldgs & Imprvmts	129,136.00	129,136.00	50,722.47	78,413.53	39.28	8,305.35
19-40	Medical Expense	70,500.00	70,500.00	52,536.28	17,963.72	74.52	5,945.16
20-00	Memberships	1,983.00	1,983.00	265.00	1,718.00	13.36	0.00
22-70	Office Supplies	5,000.00	5,000.00	1,896.08	3,103.92	37.92	96.40
22-71	Postage	2,800.00	2,800.00	1,127.53	1,672.47	40.27	0.00
23-80	Professional, Specialized Svc	5,151,923.00	5,151,923.00	45,444.85	5,106,478.15	0.88	1,393.99
24-00	Publications & Legal Ntcs	1,155.00	1,155.00	133.36	1,021.64	11.55	0.00
27-00	Small Tools & Instruments	3,675.00	3,675.00	905.34	2,769.66	24.64	0.00
28-30	Special Dept Supp & Svcs	314,929.00	314,929.00	95,585.05	219,343.95	30.35	5,544.65
28-48	Special Dept Ambulance Exp	152,797.00	448,790.00	366,640.65	82,149.35	81.70	13,076.07
29-50	Transportation & Travel	20,500.00	20,500.00	8,792.09	11,707.91	42.89	20.30
30-00	Utilities	106,661.00	106,661.00	48,534.20	58,126.80	45.50	8,761.77
38-00	Inventory Items	28,575.00	28,575.00	11,814.53	16,760.47	41.35	0.00
48-00	Taxes & Assessments	210.00	210.00	0.00	210.00	0.00	132.69
61-60	Bldgs & Imprv	0.00	0.00	0.00	0.00	N/A	0.00
62-72	Autos & Light Trucks	0.00	0.00	0.00	0.00	N/A	0.00
62-74	Cap FA-Eqt Other	0.00	0.00	0.00	0.00	N/A	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	23,858.39	136,141.61	14.91	6,331.50
90-91	Contingencies	1,115,536.00	955,536.00	0.00	955,536.00	0.00	0.00
* 795 Subtotal		7,722,336.00	8,062,219.00	1,252,829.64	6,809,389.36	15.54	142,529.40
** Grand Total		7,722,336.00	8,062,219.00	1,252,829.64	6,809,389.36	15.54	142,529.40

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

Summary Report by Budget Rev Acct
 Run Date: 01/16/2026 06:11:55pm By: GF

		Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized
357-9557	So Lk Co Fire Prot Dist / BUDGET UNIT: So Lk Co Fire Prot Dist					
411 GL CODE	Property Taxes					
10-10	Current Secured					
	county admin fee	-28,000	-28,000	-34,213	6,213	N/A
	LAFCO	-5,600	-5,600	-5,666	66	N/A
	local secured-AB8 teeter	1,721,336	1,721,336	1,022,446	698,890	59.40
	public utilitarian	76,264	76,264	0	76,264	0.00
10-15	ERAF-SRAF	0	0	0	0	N/A
10-20	Current Unsecured	39,000	39,000	38,976	24	99.94
10-25	Supp 813-Current	0	0	6,306	-6,306	N/A
10-30	Prior Secured	0	0	0	0	N/A
10-35	Supp 813-Prior	0	0	4,667	-4,667	N/A
10-40	Prior Unsecured	0	0	556	-556	N/A
422 GL CODE	Permits					
21-60	Other					
	burn permits	0	0	0	0	N/A

		Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized
441 GL CODE	Revenue from Use of Money					
42-01	Interest	160,000	160,000	92,218	67,782	57.64
453 GL CODE	State Aid					
54-60	HOPTR	12,700	12,700	0	12,700	0.00
54-70	Disaster Rev Loss Backfil	0	0	0	0	N/A
54-90	Other					
	ABH	0	90,052	94,335	-4,283	104.76
	OES	36,750	36,750	55,822	-19,072	151.90
455 GL CODE	Other Federal					
55-40	Disaster Relief					
	HMGP	0	0	0	0	N/A
456 GL CODE	Other Government Agencies					
56-30	Other	0	0	0	0	N/A
	air curtain incinerator	0	0	0	0	N/A
	Napa Agmt	0	0	0	0	N/A
	Redbud Health Care District	0	0	0	0	N/A
	CalFire training bureau	0	0	35,871	-35,871	N/A
465 GL CODE	Public Protection					
68-60	Instnl Care & Svc (Ambulance)					
	Ambulance	0	0	40,931	-40,931	N/A
	GEMT	0	0	30,015	-30,015	N/A
	IGT	0	0	0	0	N/A
	WFB Transfers	694,000	694,000	386,680	307,320	55.72
	Pmts - W/O Accts	0	0	925	-925	N/A

		Orig Budget	Adj Budget	YTD Revenues	Unrealized Bal	% Realized
466 GL CODE	Other Current Services					
69-20	Other					
	Guenoc Devlpmnt Fire Consultant	0	0	0	0	N/A
69-29	Fire Protection					
	county admin fee	-2,800	-2,800	0	-2,800	N/A
	CS preroll	0	0	2,513	-2,513	N/A
	CS apportionment	2,134,950	2,134,950	567,303	1,567,647	26.57
	DS preroll	0	0	1,123	-1,123	N/A
	DS apportionment	0	0	48,476	-48,476	N/A
491 GL CODE	Other					
79-50	Revenue - Prior Year	0	0	36,306	-36,306	N/A
79-70	Sales - Miscellaneous	0	37,300	37,300	0	100.00
492 GL CODE	Other Revenue					
79-90	Miscellaneous	0	0	16,050	-16,050	N/A
79-91	Cancelled Checks	0	0	0	0	N/A
79-92	Insurance Rebates	0	0	4,360	-4,360	N/A
79-93	Insurance Proceeds	0	0	0	0	N/A
502 GL CODE	Operating Transfers					
81-22	In	0	0	0	0	N/A
81-23	Out	0	0	0	0	N/A
	GRAND TOTAL	4,838,600	4,965,952	2,483,300	2,482,652	

Run Date: 01/16/2026 06:10:46pm
 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	11,247,147.43
* Current Asset accts Subtotal		
Equity accts		
Fund Balance	357-9557-390-00-00-00	4,326,738.43
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	1,405,588.00
Medical Insurance Reserve	357-9557-392-12-00-00	224,888.00
Medical Svcs & Eqpt Reserve	357-9557-392-25-00-00	1,650,695.00
* Equity accts Subtotal		
** 357 Subtotal		
366 FUND: So Lk Co Fire Mitigation		
Current Asset accts		
Cash	366-0000-100-00-00-00	348,393.61
* Current Asset accts Subtotal		
Equity accts		
Fund Balance	366-0000-390-00-00-00	348,393.61
* Equity accts Subtotal		
** 366 Subtotal		
*** Grand Total		

*** END OF REPORT ***