

**MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LAKE VALLEY FIRE PROTECTION DISTRICT  
OF EL DORADO COUNTY  
March 13, 2025**

The Board of Directors of the Lake Valley Fire Protection District of El Dorado County met in regular session on March 13, 2025 at Fire Station 7 in Meyers.

**ROLL CALL**

Director Rice called the meeting to order at 4:00pm. There were present the following directors: Rice, Kaelin, Cain, and Henderson. Director Hogan was not in attendance. Fire Chief Stephen and Lake Valley personnel were present.

**AGENDA**

A motion was made by Director Kaelin and seconded by Director Cain to approve the agenda of March 13, 2025 with the addition of item 8C, Board Member Committee Appointments. The motion passed unanimously.

**MINUTES FOR February 13, 2025**

A motion was made by Director Cain and seconded by Director Kaelin to approve the minutes for February 13, 2025. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**COMMUNICATIONS**

None.

**OLD BUSINESS**

**A. JPA Update**

Administrative Assistant Kayla shared that the JPA is fully moved into the new building and the temporary office building is gone, however there are still some hurdles that the Executive Director is handling.

**NEW BUSINESS**

**A. Oath of Office for Jessica Henderson**

Director Rice administered the oath to Director Henderson.

**B. Discussion and Approval of the Wages and Benefits Manual Updates**

Fire Chief Stephen explained that some language was updated to be consistent with the MOUs. A motion was made by Director Kaelin and seconded by Director Cain to accept the updates to the Wages and Benefits Manual. The Motion passed unanimously.

**C. Board Member Committee Appointments**

The Board added Director Henderson to the Board Policy Review Committee and the Negotiations Committee, and Director Cain replaced Director Kaelin on the Commendations Committee.

**REPORTS**

**A. Firefighter Associations**

- **Local 4409**  
No Report.
- **Firefighters Foundation**  
No Report.

**B. Lake Valley Fire Protection District Chief's Report**

Chief Stephen shared that he has been working with a consultant to finalize the TOT report, and it will be submitted by Tuesday March 18th. He has been working on the impact fees and will be meeting with the County and the Consultant to discuss further. He added that he met with South Tahoe Public Utility District along with Chief Drennan in light of the LA Fires. They learned STPUD's capabilities and shortfalls but determined that overall they are in a good spot to work with the departments if/when a fire arises.

**C. Battalion Chiefs**

- **Operations**  
No additional Report.
- **Prevention**  
No report.
- **Training**  
No additional Report.
- **Fuels Division**  
No additional Report.

**REVIEW AND APPROVE District Year To Date Income and Expense Report for July 1, 2024 to February 28, 2025**

A motion was made by Director Cain and seconded by Director Henderson to approve the year to date income and expense report. The motion passed unanimously.

**APPROVE DISTRICT PAYROLL**

A motion was made by Director Kaelin and seconded by Director Cain to approve district payroll for pay period 4 for \$198,378.50, and pay period 5 for \$204,688.73 The motion passed unanimously.

**PAYMENT OF THE BILLS**

A motion was made by Director Kaelin and seconded by Director Henderson to approve the bills paid for March 6, 2025 for \$40,261.04, and March 13, 2025 for \$70,235.13. The motion passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at approximately 4:55pm.

Respectfully Submitted;

---

John Rice  
CHAIRPERSON

---

Irene Kaelin  
SECRETARY

K. Galvan prepared the minutes