

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453**

REGULAR MEETING MINUTES OF FEBRUARY 12, 2019

CALL TO ORDER: Chairman Whitehead called the meeting to order at 5:22 p.m. (The beginning of the meeting was delayed slightly due to the Closed Session that went from 4:30 to 5:18 p.m.)

Pledge of Allegiance:

Roll Call: Chairman Whitehead, Directors Davidson, Williams, Flora and Gabe were present.

AGENDA, CLAIMS AND MINUTES: The Feb. 12, 2019 agenda and claims were approved as submitted; the minutes of the Regular Meeting Jan. 8, 2019 were approved as submitted with one correction made. (3-3 vote was corrected to 3-0 vote -Resolution 1819-11).

PETTY CASH CLAIMS: There were no Petty Cash Claims submitted.

CORRESPONDENCE:

The Administrative Assistant reported there was an article in the Record Bee about the appointment of Alan Flora to the Lakeport Fire Protection Districts Board; a thank you note was received from Pat West thanking the District and staff for saving her life; also a thank you from the Horat and Saner family was received thanking the Firefighters for watching over their family and property.

Citizen comments:

Citizen; the Board was asked where did the money go?

Chairman Whitehead; replied that it was discussed at the last meeting and one of the items was the increased cost of personnel and the decrease in ambulance revenue.

Citizen; asked what is being done with the money from the Ballot Measure if it passes?

Chairman Whitehead; first thing is to restore staffing and replace old equipment, the fire trucks need tires and batteries which was never brought to the Chiefs attention; it is now being taken care of.

Citizen; the ballot measure is a 516% increase of units of benefit.

Director Flora; mentioned to follow the Brown Act further comments need to be under the appropriate agenda item and questions can be answered after the meeting.

Chiefs Report: Chief Hutchison reported that he and the Administrative Assistant went to Novato Fire Protection District to meet with their Fire Chiefs, head of ambulance billing and their attorney it was a productive meeting; Novato

Fire realized they "dropped the ball" so to speak; it was explained to them that 240 ambulance transports need to be reviewed for eligibility; to accomplish this the Administrative Assistant will need some help in the office to get it accomplished; the Chief has been reviewing SAFER Grant which is due March 22nd he has been meeting with Captain Bergem which will take over on February 16th as Interim Fire Chief for Lakeport Fire Protection District.

Administrative Assistants Report: The Administrative Assistant reported she has been busy with minutes, agendas, ambulance transports, Chief Hutchison's resignation, new directors, ambulance billing corrections, and responding to informational calls on the ballot measure.

Board of Directors Report: There was nothing to report from a Board of Directors.

Volunteer Firefighters Report: There was nothing to report from the Volunteer Firefighters.

Old Business:

Report discussion and possible action on the District's submittal of Resolution 1819 - 13 to the Lake County Registrar of Voters for the May ballot: Chief Hutchison reported the resolution and ordinance which were passed by the Board at the February 5th Special Meeting was delivered to the County Clerk, Registrar of Voters and County Counsel. District personnel can only make factual responses in regards to the ballot measure and can't spend any District funds to promote it; it's now an official ballot measure which will be voted on by a mail ballot on May 7th, 2019.

Citizen's comment: there needs to be an expense plan for the ballot measure.

Firefighter Johnson; welcomed Director Flora and Director Gabe and mentioned his feelings of frustration on the District's current financial situation, low morale, increased work load and extra responsibilities due to staff layoffs.

New Business: report discussion and possible action on Resolution 1819 - 14, a Resolution authorizing the participation in Joint Exercise of Powers Agreement among fire protection agencies in Lake County; Chief Hutchison reported the last JPA was done in 2002 and there was some hesitancy from Lakeport Fire; all the Districts signed the 2002 JPA but Lakeport Fire; it now has been dusted off and needs to be current to include Lakeport Fire; the main goal of the JPA is to allow the County to issue one permit for all the districts; its purpose is to provide Emergency Medical Services; Lake County JPA gives Fire Districts a path for an exclusive operating area (EOA in Lake County); a motion was made by Director Davidson with a second to the motion by Director Williams to adopt resolution 1819 - 14; the reading was waived and the motion was passed unanimously by the Board.

Nomination of Vice Chairman to the Lakeport Fire Protection Districts Board for the fiscal year 2018 to 2019 (Vice-Chairman Whipple resigned on November 24th 2018): Chief Hutchison reported that the Vice-Chairman's position needed to be filled; Director Davidson nominated Director Williams there was a second made by Director Flora; Director Williams was approved as Lakeport Fires Vice-Chairman for 2018 - 2019; the nomination was passed unanimously by the Board.

Report discussion and possible action on the annual Finley building rent increase to the Gleaners: Chief Hutchinson reported the Gleaners now pay \$307.46; with a 10% increase the monthly rent would be \$338.21 increase would take place in April; Director Davidson asked how long the price increase will continue and what is the market rent cost in that area; repairs were discussed by the Board with mentioned that the building may need a new roof someday; Director Flora asked why keep a building that has no benefit to the District; Director Davidson mentioned that there does not seem to be a need to keep the building; Director Flora suggested that Chief Bergem talk to The Gleaners about purchasing the building; the motion was made by Director Flora with a second to the motion by Vice Chairman Williams to increase the Gleaners rent 10%; the motion was passed unanimously by the Board and the reading was waived.

Discussion and possible action of hiring a part-time Assistant District Secretary: Chief Hutchison said this was discussed during the Closed Session at the last meeting; Administrative Assistant Linda Buckner wears a lot of hats/ she is a one person band and needs assistance in the office; the easiest skill set to find would be a general office person that would take pressure off her so she could thoroughly focus on, for example, projects like the Novato Fire ambulance billing; it's common that she is taking mitigation fees; working on a State Controller Report writing a burn permit and then the phone rings; this would allow dedicated time for projects; Buckner is stressed to the point of not being able to handle anymore; a comment was made by Firefighter Landers saying Buckner has a hard job but 6 firefighters were laid off and the focus needs to be on getting those people back to work instead of focusing on hiring extra office help and that it looks bad right now to allow this; Firefighter Kane said paramedics are stressed and in the same position also; a citizen commented on how much a part-time person would cost and how many hours are needed ; the Administrative Assistant responded that 10 hours a week would help and she has not asked for help earlier due to the District's financial condition; a citizen commented from the floor that hiring part time help would be paid for by the recovery of ambulance billing revenue; a motion was made by Director Flora to hire help for the Administrative Assistant at 10 hours a week with a limit of a 60 days and to report back to the Board on the Novato Fire ambulance billing cost recovery; a second to the motion was made by Director Davidson; the motion was passed unanimously by the Board and the reading was waived.

Report discussion and possible action on the appointment of an Interim Fire Chief: Chairman Whitehead announced that Captain Rick Bergem has agreed to step in as Interim Fire Chief on February 16th; a motion was made by Director

Davidson with a second to the motion by Vice-Chairman Williams to appoint Rick Bergem as Lakeport Fire's Interim Chief; the motion was passed unanimously by the Board.

A Plaque presentation was made to recognize past Director Bill Whipple for his service as a Lakeport Fire Board of Director from 2007 to 2019 and for Fire Chief Hutchison for his service as Fire Chief from 2014 to 2019.

Other Business: Chief Hutchison mentioned that preparation for the 2019-2020 fiscal year budget needs to be considered; Chief Bergem, two Directors and the Administrative Assistant should consider starting the process soon; Chief Hutchison mentioned the Safer Grant opened on Friday and closes on March 22nd.

Agenda items for the next meeting:

Closed Session: Personnel issues performance evaluation

Expense plan for the ballot measure

Status of the part time assistant secretary

Report on the discussion with the Gleaners on selling Finley station

Discussion on the current budget and options to end the fiscal year on budget

Adjournment: 6:25 p.m.

ADJOURNMENT: The meeting was adjourned at 6:25 p.m.

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner

Administrative Assistant/EMT