

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

**REGULAR MEETING MINUTES OF April 9th, 2019**

**CALL TO ORDER:** Chairman Whitehead called the meeting to order at 5:00 p.m.

**PLEDGE OF ALLEGIANCE:**

**OATH OF OFFICE:** Linda Buckner administered the Oath of Office to new Administrative Assistant Mandi Huff.

**ROLL CALL:** Chairman Whitehead, Vice Chairman Williams, Directors Gabe, Flora, and Davidson.

**CITIZEN'S COMMENT:** No comments.

**AGENDA, CLAIMS, AND MINUTES:**

Approval of the Agenda for April 9, 2019 as submitted; MOTIONED by Director Davidson, SECONDED by Vice Chairman Williams.

Ayes: 5 Noes: 0

MOTION CARRIED.

Approval of the minutes from March 12, 2019 regular Meeting with the correction of:

**Appointment of Director for City of Lakeport council meeting representation:**

Discussion was made about a representative of the Board attending the City of Lakeport's Council meetings; Director Bill Gabe offered to attend the meetings with Vice Chairman Williams available as a substitute. MOTIONED by Director Davidson, SECONDED by Vice Chairman Williams.

Ayes: 5 Noes: 0

MOTION CARRIED.

Approval of the claims for April 9, 2019 as submitted; MOTIONED by Vice Chairman Williams, SECONDED by Director Davidson.

Ayes: 5 Noes: 0

MOTION CARRIED.

**PETTY CASH CLAIMS:**

Approval of the petty cash claims as submitted; MOTIONED by Director Davidson, SECONDED by Director Flora.

Ayes: 5 Noes: 0

**CORRESPONDENCE:** The Administrative Assistant reported that a thank you note was received from Gary Hill in appreciation of the great ambulance service he received on March 8th. He also included a \$100.00 check for donation to the volunteers.

**CHIEF'S REPORT:** Interim Chief Bergem reported there has been no recent fire activity. Staff has been running medical aids and traffic collision calls. On 4/9 they had a working code blue and a field save, he said everyone did a great job.

At the Lake County Chief's meeting they decided to disband the Lake County Arson Task Force due to cost and in order to save money. The task force has been around over 20

years. Should the county need an investigation in the future the State Fire Marshall will be contacted at no cost. PG&E had representatives there to discuss their ongoing work and plans to mitigate threats for fire season. They have installed 34 cameras and hope to have 200 when installation is complete. They have 200 weather stations up and running with a goal of 1300 by the end of 2022. These cameras and weather stations will help them to determine power safety shutoffs during fire season. Shutoff will be announced 48 hours in advance; however they may last for up to 90 hours to reenergize lines. They also plan to have 25 Type 6 engines staffed with qualified personnel available June 1<sup>st</sup>. Their priority will be PG&E equipment, lines, transformers, etc. One engine will be in Clearlake and one in Ukiah at the PG&E yards staffed 24 hours a day 7 days a week.

He attended the county and city hazard meetings. The county is going to be a clearing house for grant money for Lake County Fire Safe Council. They are also looking into fire mitigation and weed abatement issues. The city of Lakeport is prioritizing hazards in the city of Lakeport and the Fire Department will need to adopt their 5 year plan when complete.

Grants – there are several in the works. The SAFER Grant has been submitted and approved by FEMA, we should know if this has been granted in July or August. We applied for a hardship waiver which was approved and means the grant would be 100% funded and would allow for the hiring of 6 more personnel.

The local wine alliance is having a fundraiser and will be donating the proceeds to the Lake County Fire Districts.

Rotatory Grant – the volunteers are hard at work on this.

Volunteer Grant with Cal Fire – this is being worked on to help with new PPE purchases.

The Chief, Linda, Mandi and Director Flora have been working on the preliminary budget.

Linda has been working on office training with Mandi and Nichole which is going very well.

SCBAs – there are 39 air packs which are close to no longer being in compliance with NFPA or Cal OSHA regulations. They are 17 years old and out of date. 9 failed testing and were taken out of service due to cost of repairs. 70 cylinders (2 for each pack) will all be non-serviceable by 2021. He is looking into a grant that will replace these SCBAs.

Plan Reviews for the month were for AutoZone and the old Feeny building.

Blood bank is scheduled for April 27<sup>th</sup> here at Station 50.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported a new Administrative Assistant has been hired and began work on April 1<sup>st</sup>. She is continuing her work on the office procedure binder which is going very well. The new Administrative Assistant is doing well and will be a huge asset to the district. We have a meeting with the City of Lakeport on 4/11 regarding weed abatement. On 4/12 we have a meeting with FEMA regarding reports submitted for reimbursement on the River Fire. \$82,000.00 in IGT money was wired by Linda and Interim Chief Bergem. State compensation report that is due on 4/30 is complete and been submitted. E65211 was sold for \$12,000.00 to be paid in 3 payments of \$4,000.00 and the final check was just received. There was an earring found in the bay a while back, Linda had it appraised and its worth between \$5,000.00 and \$6,000.000. It has been turned into the police department and will be put up for auction. After it is sold a check will be sent to the city and then a check will be cut to the fire department. Linda thanked the citizen's, district, and firefighters for all their years of support and said she feels confident in Mandi's abilities to take over as the new Administrative Assistant. She presented the boar with two picture frames with photos of the River Fire. Chairman Whitehead thanked Linda for all she's done and said she would be missed as she always went above and beyond for everyone. Director Davidson stated that Linda developed the whole office process and procedures and thanked her for all she's done. Director Flora told Linda even though they've worked together a short time she was super helpful and the rock of the department. Linda stated that she will be around to help Mandi when needed and plans to come back as a volunteer.

## **BOARD OF DIRECTOR'S REPORT:**

**DIRECTOR FLORA:** Director Flora reported he's had conversations with the county registrar of voters' office (Diane and Marcy), everything is under control with Measure M. Ballots went out in the mail yesterday. A press release will go out this week with information regarding getting registered to vote for this ballot measure if you're not already

registered to vote, he believed the due date is April 20<sup>th</sup>. He spoke with Suzanne Lions and Shipwrecked Days will be May 4<sup>th</sup> this year and she will allow a free booth for anyone who wants to represent Measure M with materials and to answer questions. A member of the public stated he too had spoken with the Registrar of Voters office and they informed him they were mailing out 6,000 ballots and usually see a 50% return which would be 3,000 ballots and the fire department needs 66.7% of these returned ballots to be a yes vote for the measure to pass. Ballots are being sent to registered voters only, not property owners.

**VOLUNTEER FIREFIGHTER'S REPORT:** Paul Bergem reported that last month on 3/19 they participated in airplane crash and extrication training. They had a very good turnout. They trained on safety with crashed plains, cutting, and patient extrication. They also attended the Northshore training burn (structure fire). They worked on ventilation and truck work. Brandon and Paul attended Lakeport Unified School Districts Board meeting where they were presented with a plaque for the volunteers donation of AEDs. They've been hard at work promoting Measure M. They will be going door to door on 4/10 and 4/14 with other dates to follow. Two volunteers will be attending a Driver Operator 1A class in May. Lastly on 4/16 Senator McGuire will be coming to Station 50 at 4:30 pm for a presentation for 125 years of service. Director Davidson voiced his appreciation from all the volunteers on the measure.

**PROFESSIONAL FIREFIGHTERS REPORT:** Dan Kane reported they've been hard at work on Measure M. 280 signs are up in town. They have been going door to door. Post cards went out last week and were delivered with the ballots. They have crews signed up to go out all this week to provide information and answer questions. He checked with the registrar of voters and as of this afternoon some ballots have already been turned in.

## **OLD BUSINESS:**

### **Report, discussion and possible action on selling the Finley Station (Station #51):**

Interim Chief Bergem prepared a report for the board with background information on the finely station and how much it was appraised for recently (\$250,000.00-\$275,000.00). If the board was interested in selling the station to help offset the budget it could be placed on the market at a reduced rate. The board could also look into the option of reopening it and staffing it with equipment from Station 50 for the volunteers to use should Measure M pass. Chairman Whitehead voiced his opinion against selling the station. Director Flora made a point that the station hasn't been used in 34 years. Chairman Whitehead mentioned the building does provide a little income each month due to rent. Director Flora suggested this be tabled until it is determined if Measure M passed or not. Vice chairman Williams and Director Davidson agreed with Director Flora.

### **Report, discussion and possible action on the NBS consultants offering a service of property calculation for the tax measure if it is passed by the citizens on May 7, 2019:**

Interim Chief Bergem stated should Measure M pass this will be a huge undertaking to update the new rates and influx of calls with questions from the community. This company does this for a living which insures accuracy and the district is looking at a

deadline to have all parcels updated by 8/9/19. Director Flora questioned the cost breakdown in the quote provided. Mandi explained that South Lake County Fire has been working on this same project since Measure L passed and they discovered the Auditors parcel assessment files are inaccurate. She stated it would be a benefit to have a company come in and reassess each parcel, plus update all parcels to the new rates. Director Davidson suggested contacting NBS to have a representative come and speak with the board to provide information and clarification on the quote and services. It was decided to table this item until next meeting so vector control and South Lake Fire can be contacted to see how they are dealing with this issue. Dan Kane pointed out that he has been made aware of property owners in Scotts Valley who own multiple parcels, but have only been paying on the one property which has a home.

#### **Discussion and possible action on the 2019-2020 Fiscal Year Budget planning:**

Director Flora reported that he, the Interim Chief, Linda, and Mandi have been working on the preliminary budget. The passing of Measure M is crucial to next year's budget. We should be receiving final numbers on property tax revenue soon. He stated there are going to have to be some adjustments made to this fiscal year's budget in order to cover the rest of this fiscal year's expenses.

#### **NEW BUSINESS**

#### **Discussion and possible action on a ballot measure expenditure plans for the**

**District:** Director Flora reported he put an expenditure plan together and provided it to the firefighters and community. Dan Kane stated he had heard nothing but positive feedback from the community as to where the money would be spent. A member of the public asked how the expenditure report was sent out as he had yet to see it. Director Flora told the gentlemen he would email it to him after the meeting.

#### **Report, discussion and possible action on the District adding some out dated equipment on the surplus list:**

Interim Chief Bergem provided a list of outdated equipment and reviewed it with the board. He was looking to the board for direction on if he could surplus this equipment. Chairman Whitehead suggested the Chief add all these items to his surplus list. Director Davidson made a motion to allow the interim Chief the authority to price and sell the equipment on this list. Vice Chairman Williams seconded. Ayes: 5 Noes: 0 MOTION CARRIED.

#### **Report, discussion and possible action on Interim Chief, Rick Bergem's job description and benefits:**

Chairman Whitehead reported that he, Interim Chief Bergem, and Linda all met a few weeks ago and come up with the information provided in the packet. Linda informed the board this item was simply to make everything transparent for the Interim Chief position and was not a request for an increase in wages. Director Flora made a motion to accept the job description and benefits as written. Director Gabe seconded the motion. Ayes: 5 Noes: 0. MOTION CARRIED.

#### **Report discussion and possible action on Interim Chief Bergem's Strategic Plan:**

Interim Chief Bergem reported on April goals and objectives, which have been successful. They brought Mandi and Nicole on board and our working on getting them trained. Everyone has been hard at work on the ballot measure. Linda's last day is coming up (April 30<sup>th</sup>). He will continue to update the strategic plan as he attends more meetings and more information is acquired. Director Flora stated he appreciates Rick stepping up and into the Interim Chief position.

#### **Report discussion possible action on changing the board meeting time to 6:00 pm:**

Chairman Whitehead reported this matter was originally brought up by a member of the

public a few months back who wished to attend meetings in regards to Measure M. Since that time this individual has not returned and the only other potential conflict with the 5:00 pm meeting time was with Director Flora. Director Flora reported he has another meeting on the same day and the 5:00 pm time works better form him so the monthly board meeting time shall stay the same at 5:00 pm on the second Tuesday of the month.

**OTHER BUSINESS:** Chairman Whitehead asked the Mayor if he had anything to report. The Mayor reported he missed the last council meeting so he had nothing to report other than he is in full support of Measure M. A representative was in the audience from the county and she reported nothing new from the county either and she's heard nothing but positive feedback for Measure M.

**CLOSED SESSIONS:**

**Salaries, Salary Schedules or Fringe Benefits pursuant to Section 54957.6 of the Ralph M. Brown Act:**

Closed session began at 6:31 pm and resumed at 6:43 pm and direction was given to staff.

**AGENDA ITEMS FOR NEXT MEETING:**

Dispatch contract with Cal Fire.

Station 51

Consultant to take on property tax changes.

19-20 Budget

**ADJOURNMENT:**

Chairman Whitehead adjourned the meeting at 6:47 pm.

Chairman, John Whitehead

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Respectfully submitted

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Mandi Huff

Administrative Assistant