



Lakeport Fire Protection District

445 N. Main Street Lakeport, CA 95453 - (707) 263-4396

Any person may speak for 3 minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board. This rule does not apply to public hearings. Non timed items may be taken up at any unspecified time. The public is allowed to comment before any action is taken by the Board on any specific issue.

Agenda of public meetings and supporting documents are available for public inspection in the Fire District Office, Lakeport Station, 445 N. Main Street California.

REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION: A request for a disability-related modification or accommodation necessary to participate in the Board of Directors’ meeting should be made in writing to the Clerk of the Board at least 48 hours prior to the meeting.

BOARD OF DIRECTORS' REGULAR MEETING
5:00 P.M., August 13, 2019, Lakeport Fire Station

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. *Chairman Davidson called the meeting to order at 5:00 pm.*
- A2. *Director Williams led the Pledge of Allegiance.*
- A3. *Present: Director Williams, Vice Chairman Whitehead, Chairman Davidson, Directors Flora and Gabe.*

B. CONSENT CALENDAR:

Approval of consent agenda 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 later discussion.

- B1. ***FLORA/WILLIAMS MOTIONED*** to approve all consent calendar items as presented/submitted. ***AYES:*** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. ***NOES:*** None. ***MOTION CARRIED.***

C. CITIZENS' INPUT:

Any person may speak for three minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today’s agenda. Prior to this time speakers are asked to fill out a form (giving name, address, and subject) available in the Clerk’s Office or during Board meeting.

D. COMMUNICATIONS:

- D1. Reports:
 - D1.1. Chief’s Report: Interim Chief Bergem discussed the following topics:
 - *No major incident since the last meeting. However, we did respond mutual aid to a*

couple structure fires with Lakeshore and Kelseyville Fire. We sent one engine to the Golf Fire in Kelseyville

- *237 runs since the last meeting, mostly medicals and public assists.*
- *Personnel – We are back to 3-0 staffing on A & B shifts, looking to bring on 2 volunteers into a part time position to split coverage of C shift since both volunteers are currently full time employees elsewhere. There are a couple volunteers finishing up their EMT, Ambulance Driver's Licenses, and task books to be eligible to respond.*
- *City of Lakeport Hazard Mitigation plan has been submitted to EMA and OES for review.*
- *Autozone had their final sprinkler inspection and need their fire safety inspection tomorrow and this project will be completed.*
- *Martin St. Apartments project has been finalized and will be ready to move people in soon. Once this has occurred they will be ready to start phase 3 of this project which will be breaking ground for senior apartments.*
- *Grants – no news on the safer grant, but we did hear we were turned down for the Cal Fire Volunteer assistance grant.*
- *The volunteers received a \$5,000.00 check from LARCA to purchase tires for E5021.*
- *E5011 has a plumbing leak, is not out of service, but is second engine out until this can be fixed.*
- *We received an email from San Ramon Valley Fire who is looking to donate some of their old engines to Nor Cal Fire Districts. Chief Bergem has contacted them and is in the process of sending them a letter with our needs, will report back on this next month.*

D1.2. Administrative Assistant/Financial Report: Mandi Huff discussed the following topics:

- *As of July 1, 2019 tracking of all calls and patient information took effect. This is to help make researching easier, as well as to track call numbers and patient billing.*
- *It was discovered that Lakeport Fire is not charging for certain mitigation fees that all other districts have been charging for. She contacted all the other districts for their schedule of fees and was instructed by the board to compile a list of charges to present to the board at the September meeting.*
- *We received an email from Golden State Risk Management where by staying in compliance the district could be presented with \$50,000.00 to \$75,000.00. This is due in December and she will need helping gathering this information to make sure we are in compliance.*
- *She contacted NBS to check on the tax roll project and they assured her they are going through everything with a fine tooth comb and will have the file to the auditor by this Friday's deadline.*
 - o **FLORA/WILLIAMS MOTIONED** to add an emergency item to the consent calendar items as approval of the warrants was left off the agenda. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**
 - o **WHITEHEAD/WILLIAMS MOTIONED** to approve the August Meeting Warrants as presented/submitted. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

D1.3. Volunteer Firefighters' Association Report: President Brandon Morin discussed the following topics:

- *The volunteers have been doing a lot of diverse training, not just the standard training.*
- *They participated in a public education presentation with one of the local vocation bible schools.*
- *They participated in several community events last month and have a few more coming up.*

D1.4. Professional Firefighters' Report – **NO REPORT**

D1.5. City Council Representative's Report – **NO REPORT**

D2. Directors' Activity Reports – **NO REPORTS**

TIMED ITEMS

E. REGULAR ITEM:

E1. Report, discussion and possible action on adopting 2019-2020 Final Budget. (Mandi Huff)

Mandi explained to the board how she came up with her figures for this year's final budget and there was some discussion.

FLORA/WILLIAMS MOTIONED to approve and adopt the final budget with the following changes: increase account 6929 (fire tax revenue) from \$732,900.00 to \$900,000.00, add \$75,000.00 to fulltime salaries and benefits, add \$50,000.00 to equipment, add \$42,100.00 to Building Maintenance and move \$142,976.00, the previous fiscal year's fund balance, to equipment reserves which will be drafted in a resolution at next month's meeting. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

E2. Report, discussion and possible action on adopting 2019-2020 Mitigation Budget. (Mandi Huff)

Mandi explained to the board how she came up with her figures for this year's final mitigation fee budget and there was some discussion.

WHITEHEAD/WILLIAMS MOTIONED to approve the final mitigation fee budget as presented/submitted. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

E3. Consideration of adding the board of directors back to CSFA membership. (Vice Chairman Whitehead)

WILLIAMS/GABE MOTIONED to add all board members back to CSFA benefits. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

E4. Report, discussion and possible action on renting the Finley Station to the volunteer association. (Chairman Davidson)

It was decided that this item be moved to the Other Businesses section of the agenda so Interim Chief Bergem can contact the Gleaners to see where they are at in their transition to find a larger rental.

E5. Report, discussion and possible action on entering into an agreement with Jones & Mayer Law Firm. (Interim Chief Rick Bergem)

WHITEHEAD/WILLIAMS MOTIONED to approve Interim Chief Bergem sign the agreement and enter into a contract with Jones and Mayer Law Firm. **AYES:** Director Williams, Vice Chairman Whitehead, Chairman Davidson, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

F. OTHER BUSINESS:

F1. Cal Fire Dispatch update.

Cal Fire Chief Mike Parks was in attendance and gave a report back to the directors in regards to some issues that were discussed at the last meeting. Interim Chief Bergem will schedule a time to go down to the command center to help workout some of the matrix issues.

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- *Engine from San Ramon Valley Fire update.*
- *Response to Grand Jury report on the Fire Districts.*

H. MEETING ADJOURNED

Respectfully submitted, _____

MANDI HUFF
Board Clerk

READ AND APPROVED: _____

DONALD DAVIDSON
Board Chairman