



LAKEPORT FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS REGULAR MEETING MINUTES

**August 16, 2022, 5:00 P.M.
Lakeport Fire Protection District
445 N. Main Street, Lakeport, CA 95453**

A. Call to Order at 5:00 PM

- A1. Pledge of Allegiance led by Interim Chief Grebil
- A2. Roll Call

**Chairman Gabe X Vice-Chair Lucas X Director Whitehead X and
Director Flora Absent**

Staff Present: Interim Chief Grebil and Admin Ray Lavelle

B. Consent Calendar

- B1. Motion to Approve August 16, 2022, Regular Meeting Agenda (GC §54954.2)
- B2. Motion to approve July 12, 2022, Regular Meeting Minutes
- B3. Motion to approve July Warrants/Expenditures with CalCard details
- B4. Motion to approve Payroll for the pay periods ending July 15 and July 31, 2022

Chair Gabe made a change to today's agenda by placing the Closed Session after Public Comment. Director Whitehead moved, and Director Lucas seconded the motion, to approve the Consent Calendar items as presented with Chair Gabe's change.

**Ayes: Lucas, Whitehead, Gabe
Noes:
Absent: Flora
Motion Passes**

C. Public Comment (GC §54954.3)

None

D. Reports – Information/Discussion

D1. Interim Fire Chief, Administration/Finance and Captains Reports

- a. Fiscal Year End Budget Report
- b. Incident Log for July 2022

Director Whitehead requested a YTD report for how many incidents we responded to that were out of our service area, and how many incidents within our service area that were responded to by out-of-service-area personnel.

- c. Fleet Mileage/Hours/Service Report for July 2022
- d. Thank You Note and Donation from Willie and Linda Guluarte

D2. Professional Firefighters Association – Teamsters Local #856 Report

No report given

D3. Volunteer Firefighters Association Report

No report given

D4. City Council Representative's Report

No report given

D5. Directors Activity Reports

No report given

E. Action Items

- E1. Scheduled Public Hearing for the adoption of the Final Budgets for Fiscal Year 2022/23

The public hearing for the adoption of the Final Budgets for Fiscal Year 2022/23 was convened at 5:49 PM. There was no public comment.

Director Whitehead made a motion, seconded by Director Lucas, to adopt the Final Budget for Fiscal Year 2022/2023 for the General Fund and Fire Mitigation Fund.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

- E2. Report, discussion, and possible action regarding accepting and filing the Independent Auditor's Management Letter and Financial Statements together with Independent Auditor's Report for the Year Ended June 30, 2021

Director Lucas made a motion, seconded by Director Whitehead, to accept and file the Independent Auditor's Management Letter and Financial Statements together with Independent Auditor's Report for the Year Ended June 30, 2021.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

- E3. Report, discussion, and possible action on increasing the maximum rate of per benefit unit of Ordinance No. 1819-01 (Measure M) based on the June Consumer Price Index, All Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3%, per year and establishing the per unit benefit rate for Fiscal Year 2022/2023

Director Whitehead made a motion, seconded by Director Lucas, to authorize the maximum rate of per benefit unit of Ordinance No. 1819-01 (Measure "M") based on the June Consumer Price Index, All Consumers for the San Francisco-Oakland-Hayward local area, not to exceed 3% per year, at \$6.63; additionally, the motion authorized the rate of per benefit unit of Ordinance No. 1819-01 (Measure "M") for Fiscal Year 2022/2023 at \$6.32.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

- E4. Report, discussion, and possible action on updating the Fleet Replacement Plan

Director Whitehead made a motion, seconded by Director Lucas, to accept the Fleet Replacement Plan as presented and to direct staff to solicit proposals for the replacement of the Water Tender and Ladder Truck.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

- E5. Report, discussion and possible action on the 2022 Biennial Review of Conflict of Interest Code for Statement of Economic Interest Form 700 Filer Positions and Disclosure Categories

Director Whitehead made a motion, seconded by Director Lucas, to direct staff to complete the 2022 Biennial Review of Conflict of Interest Code for Statement of

Economic Form 700, Filer Positions and Disclosure Categories, as “no amendment is required” and return the form to the County Auditor.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

E6. Report, discussion, and possible action regarding Nomination Ballot for Independent Special District Members and an Alternate to fill an Independent Special District seat on Lake Local Agency Formation Commission (LAFCO)

No action was taken on this item

E7. Report, discussion, and possible action regarding approving the First Amendment to the Employment Agreement with the Interim Fire Chief

Director Whitehead made a motion, seconded by Director Lucas, to approve the First Amendment to the Employment Agreement with the Interim Fire Chief.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

E8. Report, discussion, and possible action regarding the Recruitment for the Fire Chief position

Director Whitehead made a motion, seconded by Director Lucas, to direct the Board’s Recruitment committee to finalize the recruitment flyer for the Chief’s position and directed staff to circulate/publish the flyer after it has been finalized.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

E9. Report, discussion, and possible action regarding making recommendations to the County Board of Supervisors for the vacant Director position

No action was taken on this item.

E10. Report, discussion, and possible action regarding replacement of Station 50 Flooring

Director Whitehead made a motion, seconded by Director Lucas, to authorize the Interim Fire Chief to executive the purchase and installation of flooring at Station 50 with Magic Interiors for the bid amount of \$29,868.70.

Ayes: Lucas, Whitehead, Gabe

Noes:

Absent: Flora

Motion Passes

E11. Report, discussion, and possible action regarding the adoption of a Board Policy Manual

Chair Gabe established an ad hoc Committee for Board Policies consisting of Director Lucas and Director Whitehead, and directed Board Members to submit changes to the draft manual to Admin Lavelle for editing and production of a revised draft Board Policies and Procedures manual.

F. Request for Future Agenda Items

None.

G. Closed Session (GC §54957.7)

The Board went into Closed Session at 5:03 pm for the purposes listed below:

G1. Public Employment – Title: Fire Chief (GC §54957)

G2. Public Employment Performance Evaluation – Title: Interim Fire Chief
(GC §54957)

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

The Board reconvened into Open Session at 5:21 pm and reported that no actions were taken.

I. Adjournment

Chair Gabe adjourned the meeting at 7:02 PM.

Respectfully Submitted: _____

Ray Lavelle, Board Clerk

Read and Approved: _____

William Gabe, Board Chairman