



Lakeport Fire Protection District

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

BOARD OF DIRECTORS' REGULAR MEETING **5:00 P.M., December 14, 2021, Lakeport Fire Station**

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. Call to Order: *Chairman Whitehead called the meeting to order at 5:00 PM.*
- A2. Pledge of Allegiance: *Chief Thomas lead the pledge.*
- A3. Roll Call: *Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe.*

B. CONSENT CALENDAR:

- B1. *Motion to Approve December 14, 2021 Regular Meeting Agenda as submitted*
- B2. *Motion to Approve November 9, 2021 Regular Meeting minutes as submitted*
- B3. *Motion to approve December Warrants as submitted:*

FLORA/LUCAS MOTIONED to approve all consent calendar items, as submitted. **AYES:** *Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe*

C. CITIZENS' INPUT:

None.

D. COMMUNICATIONS:

- D1. Chief's Report – *Chief Thomas provided updates on the upcoming December 18th Roll-in Ceremony, Measure M, budget review and preparation, as well as the status of the open Administrative/Financial Assistant position. Additionally, he introduced Office Temp Robert Houston.*
- D2. Administrative Assistant/Financial Report
- D3. Volunteer Firefighters' Association Report
- D4. Professional Firefighters' Report
- D5. City Council Representative's Report – *Vice Chair Gabe reported on Bring Your Child To Work Day, as well as the status of hiring a Building Official.*
- D6. Directors' Activity Reports – *Director Deas and Director Lucas continue moving forward*

toward the development of a Board Policies & Procedures manual.

D7. ADHOC Safety Committee Report

TIMED ITEMS

E. REGULAR ITEM:

E1. Report, discussion, and possible action on the board approving Chief Thomas' spending limit to \$25,000.00 – *A discussion was held regarding increasing Chief Thomas' purchasing threshold to \$25,000. The board directed Chief Thomas to submit a draft of a formal purchasing policy for board review.*

E2. Report, discussion, and possible action on donating one of the excess ambulances to the Lakeport Police Department – *A discussion was held regarding donating one of the two excess ambulances to the Lakeport Police Department.*

FLORA/LUCAS MOTIONED to approve the transfer of one of the surplus ambulances to the Lakeport Police Department. **AYES:** Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe

E3. Report, discussion, and possible action on Rick Bergem purchasing the excess engine located at Station 52 – *A discussion was held regarding having Rick Bergem purchase the excess engine. In an effort to get fair market value for the equipment, the board decided that any excess equipment not being transferred to another agency should go out to bid, rather than being offered directly to an individual or business. Chief Thomas will update the board at the next meeting regarding the disposition of surplus vehicles out for bid. No board action was required on this item as it was informational only.*

E4. Report, discussion, and possible action on the hiring of a temporary Office Assistant and a full time Administrative Assistant – *Chief Thomas updated the board on the search for a new administrative/ financial employee to replace the former employee who left in early December. The job description has been circulated to the City of Lakeport, the various fire agencies in the county, as well as some employment agencies. The board directed Chief Thomas to prepare a salary survey of similar positions within the various fire agencies in the county. No board action was required on this item as it was informational only.*

F. OTHER BUSINESS:

F1. Laroque Property – *Chief Thomas updated the board regarding the 4.7 acre Laroque property. An appraisal of this property, along with Station 50, will be funded jointly between LFPD and the City of Lakeport.*

F2. *The board discussed the upcoming December 17th light parade.*

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- Report, discussion, and possible action on the board approving Chief Thomas' spending limit to \$25,000.00
- Discussion about funding unfunded liabilities regarding CalPERS
- Laroque property update

H. CLOSED SESSION:

Pursuant to Government Code Sections 54957 and 54957.6, the board went into closed session at 6:00 PM to discuss Chief Thomas' performance appraisal, as well as to confer with legal counsel. The board returned from closed session at 6:15PM with no reportable actions

I. ADJOURNMENT:

Chairman Whitehead adjourned the meeting at 6:15PM

Respectfully submitted: _____
Chief Thomas
Fire Chief

Read and Approved: _____
JOHN WHITEHEAD
Board Chairman