



Lakeport Fire Protection District

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

BOARD OF DIRECTORS' REGULAR MEETING **5:00 P.M., January 11, 2022, Lakeport Fire Station**

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. Call to Order: *Chairman Whitehead called the meeting to order at 5:02 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 January 11, 2022 Regular Meeting Agenda as submitted:*
- B2. *Approval of the December 14, 2021 minutes was tabled and will be placed on the February 8, 2022 meeting agenda*
- B3. *Motion to approve December/January Warrants as submitted:*

FLORA/LUCAS MOTIONED to approve consent calendar items B1 and B3, 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 reported that he has provided written input to the Lakeport City Council regarding the lack of water/hydrant accessibility for the proposed annexation of land off South Main St. Chief Thomas also reported that he attended the badge pinning ceremony for LFPD firefighters, as well as a blood drive. The chief also reported that he continues his efforts to gain access to the various financial system for the district. December's first payroll was processed with manual checks as access to the ADP system was not available, but that situation was corrected in time for the 2nd/final payroll of December. Lastly, he reported that there was a garage fire at the local Quik Stop and that efforts to put out the fire went smoothly.*
- D2. Administrative Assistant/Financial Report – *Office Temp Ray Lavelle reported that, over the last 2 weeks, the vast majority of bills were paid/made current, the employees were*

getting paid regularly through ADP and that money coming into the LFPD has been recorded for December.

- D3. Volunteer Firefighters' Association Report – *No report.*
- D4. Professional Firefighters' Report – *No report.*
- D5. City Council Representative's Report – *Vice Chairman Gabe provided a status update regarding a proposed mixed-use development near Hamburger Hill, as well as the South Main Street annexation. He also reported that he will be attending tomorrow's City Council meeting.*
- D6. Directors' Activity Reports – *A draft of proposed board policies and procedures was distributed with today's agenda. The board was asked to review the draft and be prepared to discuss it at the February 8, 2022 meeting.*
- D7. ADHOC Safety Committee Report - *Captain Landers reported two minor accidents over the last few weeks; one was an engine that made contact with our fire station and the other was a firehose that fell off a truck. Neither incident had major damage.*

TIMED ITEMS

E. REGULAR ITEM:

- E1. Report, discussion and possible action for Board approval of proposed purchase policy to increase Chief Thomas' spending limit to \$25,000.00 – *A discussion was held and the board agreed to change the spending limit to \$20,000 (from \$25,000) and, in relation to the public bidding process, to include a provision that would provide a 5% preference differential be given to vendors from within the district and a 3% differential be given to vendors within Lake County. There were also some minor language corrections that were given to the attorney to incorporate into the policy.*

LUCAS/GABE MOTIONED to approve the purchasing policy incorporating the changes noted above. **AYES:** Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe

- E2. Report, discussion, and possible action regarding auctioning off an excess ambulance and an excess engine – *At the December 14, 2022 meeting, the chief received approval to donate one of the two excess ambulances to the City of Lakeport Police Department. The City of Clearlake will be given first refusal to purchase the 2nd ambulance. In the event that Clearlake does not want the ambulance, it is to be auctioned off, along with the excess engine. The auction will begin within the week and will close on February 8, just prior to the next board meeting. An auction ad should be placed in the Record-Bee.*

GABE/DEAS MOTIONED to approve the disposition of the 2nd ambulance and the excess engine as noted above. **AYES:** Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe

- E3. Report, discussion, and possible action regarding the hiring of a temporary Office Assistant and a full time Administrative Assistant – *Chief Thomas reported that he hopes to interview for the full-time Admin/Finance position the week of January 17, 2022. In early December, the job was posted to the Employment Development Department, the local fire agencies, a local employment agency and the courthouse. The chief will select 3 – 4 qualified applicants to be interviewed by a 3-person panel consisting of local government employees who do a similar job to the one available. The chief expressed his desire to hire a full-time person, along with a 2nd person who*

may be full-time or part-time, depending on how much money is available in the budget and what the office needs. No board action was required on this item as it was informational only.

E4. Report and discussion regarding having a consultant address the Board about financing options for unfunded liabilities related to CalPERS - *Chief Thomas reported that he would like to invite multiple consultants to upcoming board meetings to present funding opportunities for unfunded liabilities related to CalPERS. The chief also asked the board members to suggest consultants they have worked with in the past to be part of the process. As this is an ongoing issue, the board requested that this item be a part of future agendas until it is completed. No board action was required on this item as it was informational only.*

F. OTHER BUSINESS:

F1. *Director Lucas and Director Flora asked for a status report regarding the Laroque property. Chief Thomas reported that LFPD would be sharing the cost of the property assessment with the City of Lakeport. The assessment will include the Station 50 property as well. Director Lucas requested that this item remain on future agendas until resolved. No board action was required on this item as it was informational only.*

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- Approval of December 14, 2021 Regular Meeting minutes
- Report, discussion and possible action regarding proposed Board policies for Board manual
- Discussion regarding funding unfunded liabilities in regard to CalPERS
- Laroque property update

H. CLOSED SESSION:

Pursuant to Government Code Sections 54957 and 54957.6, the board went into closed session at 5:51PM to discuss Chief Thomas' performance appraisal, as well as a current human resources investigation. The board returned from closed session at 6:05 PM with no reportable actions.

I. ADJOURNMENT:

Chairman Whitehead adjourned the meeting at 6:05 PM.

Respectfully submitted: _____
RAY LAVELLE
(Temporary) Board Clerk

Read and Approved: _____
JOHN WHITEHEAD
Board Chairman