



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., July 9, 2019, Lakeport Fire Station**

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. *Chairman Whitehead called the meeting to order at 5:00 pm.*
- A2. *Interim Chief Bergem led the Pledge of Allegiance.*
- A3. *Present: Vice Chairman Williams, Director Davidson, Chairman Whitehead, 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/DAVIDSON MOTIONED** to approve all consent calendar items as presented/submitted. **AYES:** Vice Chairman Williams, Director Davidson, Chairman Whitehead, 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:

- Total calls since last meeting 206, two being residential structure fires (garage and

shop).

- Weed abatement complaints and inspections are being handled as they come in.
- Personnel – staffing is back to normal (6 employees).
- Meetings – attended Chief's meeting at Cal Fire emergency command center and Lake County Fire Chief's meeting.
- Power safety shut off preparations for personnel and the station are still in progress.

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

- Attended the Lake County Fire Chief's meeting in June to discuss the ongoing implementation of WINCAMS financial software.
- Has been working on fiscal year close of 2018-2019 and starting the new fiscal year 2019-2020.

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

- They had their 125 year anniversary BBQ on June 26th and it was a huge success.
- They have several upcoming events:
 - o 8/13 Grilling on the green
 - o 8/16 Concert in the park which they sponsored
 - o 8/17 Parade in the park (car show)
- Finley Fire Station use – the volunteers would like to take over the rent of the Finley Station for storage. This will be placed on next month's agenda.

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

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

D2. Directors' Activity Report: **NO REPORT.**

TIMED ITEMS

E. REGULAR ITEM:

E1. Report, discussion and possible action in regards to Cal Fire dispatch contract. (Chairman Whitehead)

Unit Chief Shana Jones, Deputy Chief Mike Parkes, and Battalion Chief Brian York were in attendance from Cal Fire along with Chief Joe Huggins from Kelseyville Fire. An in-depth discussion took place and this item will be tabled until the next board meeting to for review and status update.

E2. Nomination of Chairman and Vice Chairman to the Lakeport Fire Protection District's Board for fiscal Year 2019-2020. (Interim Chief Bergem)

Chairman Whitehead passed the gavel to Vice Chairman Williams so he could nominate Director Davidson as Board Chairman for fiscal year 2019-2020, Director Flora seconded. **AYES:** *Vice Chairman Williams, Director Davidson, Chairman Whitehead, Director Flora, and Director Gabe.* **NOES:** *None.* **MOTION CARRIED.**

Director Flora nominated Chairman Whitehead as Board Vice Chairman for fiscal year 2019-2020, Director Gabe seconded. **AYES:** *Vice Chairman Williams, Director Davidson, Chairman Whitehead, Director Flora, and Director Gabe.* **NOES:** *None.* **MOTION CARRIED.**

E3. Report, discussion and possible action on office security and possible remodel of front entrance. (Chairman Whitehead)

After some discussion it was requested that the Interim Chief and Administrative Assistant look into ideas and price quotes for this project and bring their findings back to the board for decision.

E4. Report, discussion, and possible action on potential hiring of full time and part time employees to mitigate staffing issues. (Interim Chief Bergem)

WHITEHEAD/GABE MOTIONED to approve the Interim Chief hiring up to 3 employees full time or part time at his discretion for the upcoming fire season and to bring fire equipment up to current safety standards. **AYES:** Vice Chairman Williams, Director Davidson, Chairman Whitehead, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

F. CLOSED SESSION:

Closed session began at 6:58 pm and resumed at 7:15 pm, no action was taken.

EMERGENCY ITEM:

WHITEHEAD/WILLIAMS MOTIONED to add an emergency item to the agenda in regards to entering into a non-disclosure agreement with PG&E in reference to power safety shutoff information. **AYES:** Vice Chairman Williams, Director Davidson, Chairman Whitehead, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

WHITEHEAD/WILLIAMS MOTIONED to authorize Interim Chief Bergem to enter into a non-disclosure agreement with PG&E to access their records of high risk facilities during a power safety shutoff. **AYES:** Vice Chairman Williams, Director Davidson, Chairman Whitehead, Director Flora, and Director Gabe. **NOES:** None. **MOTION CARRIED.**

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- Consideration of the board members to be added back to CSFA benefits.
- Use of Finley Station to the Volunteers should the Clearlake Gleaners vacate the building.

H. MEETING ADJOURNED: 7:24 pm

Respectfully submitted, _____
MANDI HUFF
Board Clerk

READ AND APPROVED: _____
JOHN WHITEHEAD
Board Chairman