



# Lakeport Fire Protection District

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

## **BOARD OF DIRECTORS' REGULAR MEETING** **5:00 P.M., March 8, 2022, 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 led the pledge.*
- A3. Roll Call: *Director Flora, Chairman Whitehead, and Vice Chairman Gabe were present. Director Deas and Director Lucas were absent.*

##### **B. CONSENT CALENDAR:**

- B1. Motion to Approve March 8, 2022 Regular Meeting Agenda as submitted:
- B2. Motion to approve February 8, 2022 Regular Meeting Minutes as submitted:
- B3. Motion to approve February/March Warrants as submitted:

**FLORA/GABE MOTIONED** to approve all consent calendar items with the following change; item E4 on the March 8, 2022 Regular Meeting Agenda is removed. **AYES:** Director Flora, Chairman Whitehead, and Vice Chairman Gabe

##### **C. CITIZENS' INPUT:**

**None.**

##### **D. COMMUNICATIONS:**

- D1. Chief's Report – *Chief Thomas reported that he is working on a lease agreement to lease Station 52 to a private ambulance company. A potential lease is being reviewed by an attorney whose services are free through GSRMA and any lease will be brought forward to the board prior to signing. Chair Whitehead stated that he would like the lease to give LFPD the option to use the station during an emergency. GSRMA offers \$1,000/year training reimbursement, which LFPD will take advantage of. The annual HazMat inspection was recently conducted by Cal EPA and the station passed with only minor exceptions. Director Lucas inquired whether GSRMA offered any facility safety inspections, which the Chief indicated they do. Lastly, the Chief reported that he will be participating in a town hall this week regarding the South Main St annexation and the board was invited to attend.*
- D2. Administrative Assistant/Financial Report – *Ray Lavelle reported that access has been*

*gained to the LFPD website and it has been updated with prior agendas and minutes.*

- D3. Volunteer Firefighters' Association Report – *The volunteers are working on a multi-county firefighter training to be conducted the first week of April in Lakeport.*
- D4. Professional Firefighters' Report – *Captain Johnson reported that work continues on establishing an inspection program. A contact list of residences and businesses needs to be created for the entire District. Director Flora suggested contacting the City of Lakeport to see if they could provide a list of business permits as a “starting point” to creating the larger list. The County does not seem to have any established lists that we can work with.*
- D5. City Council Representative's Report – *Vice Chairman Gabe reported that he attends all City Council meetings, and the only recent item of particular interest to the District is a Local Roads Safety Plan. Chief Thomas has been in contact with Public Works and the City Manager regarding input to this plan. Vice Chairman Gabe also discussed the proposed pedestrian improvements to Hartley Street, though this doesn't impact LFPD at this time.*
- D6. Directors' Activity Reports – *No report.*
- D7. ADHOC Safety Committee Report – *No report.*

## **TIMED ITEMS**

### **E. REGULAR ITEM:**

- E1. Report, discussion and possible action regarding employee request to exceed cell phone reimbursement replacement limit by \$29 - *Ray Lavelle submitted a request by an employee to exceed the \$200 cell phone replacement threshold by \$29, for a total reimbursement cost of \$229.*

**GABE/FLORA MOTIONED** to authorize reimbursement for a total of \$229. **AYES:** *Director Flora, Chairman Whitehead, and Vice Chairman Gabe*

- E2. Report and discussion regarding current status of Larrecou property - *Chief Thomas reported that the appraisals of the 445 N Main St and Larrecou properties are expected by the end of this month, according to his discussions with City Manager Ingram. This item will be brought forward to the next meeting.*
- E3. Report and discussion regarding inter-facility transport (IFT) situation - *Chief Thomas reported that the local fire chiefs have been discussing this during their monthly meetings in which they discuss the current status of the IFTs and how best to support the 911 system throughout the County. This is an ongoing discussion item.*
- E4. Report, discussion, and possible action on executing employment contract for the position of Fire Chief - *This item was removed from the agenda during the Consent Calendar discussion.*
- E5. Report and discussion regarding proposed Board policies for Board manual - *Due to the absence of Director Deas and Director Lucas, this item was tabled.*
- E6. Discussion regarding funding unfunded liabilities in regard to CalPERS - *Several members of the Weist Law LLP gave a comprehensive Zoom presentation regarding the services they offer. Director Lucas requested that LFPD solicit a proposal from Weist Law LLP for preliminary Municipal Advisory Services.*

- E7. Mid-year budget review - *Ray Lavelle presented a January YTD financial report for expenses only. The Board directed him, in regard to format and content, to only provide YTD expenses as a percentage of the annual budget, rather than as a percentage of the YTD budget. The Board also requested that he continue to work on the financial reporting to include revenues in future reports.*
- E8. Measure M financial report - *Chief Thomas and Ray Lavelle reported that they are still working on this report and Chair Whitehead asked that this item be included on the next agenda.*
- E9. Update on vehicle maintenance and record-keeping - *Chief Thomas thanked Director Gabe for bringing the vehicle maintenance reporting to his attention. Chief Thomas will continue to work with the firefighters to improve this program and will provide another report at the next meeting.*
- E10. Update on OSHA complaint – *Chief Thomas reported that LFPD is awaiting a reply from OSHA regarding his written response*
- E11. Discussion regarding board members being members of the California State Firefighters Association – *The board members in attendance did not see a pressing need for them to be members of CSFA and were fine with their membership being stopped.*

F. OTHER BUSINESS:

- F1. Presentation (via Zoom) by Weist Law Firm regarding financing options for unfunded liabilities related to CalPERS. *Please see item E6.*

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- Update on Larrecou property
- IFT situation
- Report and discussion regarding proposed Board policies for Board manual
- Discussion regarding funding unfunded liabilities in regard to CalPERS
- Measure M financial report
- Update on vehicle maintenance and record-keeping
- Update on OSHA complaint
- Presentation on possible Rescue Water Program
- Swearing-in of Shane Kieffer

H. CLOSED SESSION:

*Pursuant to Government Code Sections 54957 and 54957.6, the board went into closed session at 6:48 PM to discuss Chief Thomas' performance appraisal. The board returned from closed session at 7:18 PM with no reportable actions.*

I. ADJOURNMENT:

*Chairman Whitehead adjourned the meeting at 7:19 PM.*

Respectfully submitted: \_\_\_\_\_  
RAY LAVELLE  
*Board Clerk*

Read and Approved: \_\_\_\_\_  
JOHN WHITEHEAD  
*Board Chairman*