

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF MARCH 8, 2016**

**CALL TO ORDER:** Chairman Whitehead called the meeting to order at 5:00 p.m.

**Roll Call:** Present—Chairman Whitehead, Vice Chairman Whipple, and Directors Williams, Mills and Davidson.

**Pledge of Allegiance:**

**AGENDA, CLAIMS AND MINUTES:** The March 8, 2016 agenda and claims were approved as submitted. The minutes of Feb. 9, 2016 Regular Meeting were approved as submitted.

**PETTY CASH CLAIMS:** The Petty Cash was approved as submitted.

**CORRESPONDENCE:** The Administrative Assistant read a note from the Blood Centers of the Pacific thanking the Chief and the District for coordinating the Jan. 30, 2016 Blood Drive; the Administrative Assistant shared with the Board that a card was sent to Judie Gatton.

**CHIEF'S REPORT:** Chief Hutchison reported the FLSA class he attended in Feb. was very informative; he has been working on the 2016-2017 Budget; Station 52 continues to be remodeled ; the District is applying for the SAFER Grant which will help pay for reserve personnel positions; the "Draft" Audit has been received with one comment/recommendation in regards to the process of reporting the lease of the 2) Braun ambulances; a response was made back to the auditor to explain the comment further since past years had followed the same practice.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been gathering information to respond to a request from DHCS request for a four fiscal year GEMT Audit; she has been taking care of getting some new Volunteers paperwork completed so they can begin training; she attended a lunch with other District Secretaries to discuss common interests of the Fire Districts for improvement/consistency among Lake Co. Fire Districts; she has been busy with the Resolutions that will be presented at this meeting and she recently finished the State Compensation Report.

**BOARD OF DIRECTORS REPORT:** Director Williams shared with the Board he has continued to research the plaque's size, lettering, price and would like it to be penciled into the next Fiscal Years Budget.

**VOLUNTEER FIREFIGHTER'S REPORT:** There was no report.

**OLD BUSINESS:**

**Report, discussion and possible action on Board Approval of "Limited Term Position" wage scale and benefits:** Chief Hutchison reported that the "Limited Term" hiring process was going well; the physical exams were completed last week and the 3) "Limited Term Employees: Brandon Morin, Jodi Snider and Jordan Mills will begin on 3/21/16; they will be doing a Mini Academy for two weeks; one week at Station 50 and one week at the South Lake Co. Fire Station.

**Report and discussion on the continued meetings regarding District ambulance service and transfer issues:** Chief Hutchison reported there has not been any recent meetings but on March 15<sup>th</sup> a meeting is scheduled; the Fire Chiefs are waiting to hear from their legal adviser.

**Report, discussion and possible action on the District participating in an ambulance membership program with other local Fire Districts:** Chief Hutchison reported REACH representatives were present at the last Chief's meeting; REACH wants to partner with the Fire Districts- the Chiefs have agreed that an individual could purchase a membership and the revenue would go to the District where it was purchased; membership prices are still under discussion; they have not yet been agreed upon/finalized; REACH and the Chief's Association were hoping to begin this in June or July 2016.

**Report and discussion on the IFT applications and hiring process:** Chief Hutchison reported the IFT hiring is at a "stand still"; the Paramedic position is still being posted and possibly when newly certified Paramedics complete their program there will be more interest in the position.

## **NEW BUSINESS:**

**a) Report and discussion on the nomination ballot for Lake LAFCO Special District Member:** Chief Hutchison discussed with the Board the need for a formal motion/vote on a LAFCO nominated representative; a motion was made by Director Davidson to nominate Director Mills as LAFCO Special District Member with a second to the motion by Director Williams, the motion was passed unanimously by the Board.

**b) Discussion on the status and future of the Larrecou property:** Chief Hutchison opened the discussion of the Larrecou property; Vice Chairman Whipple asked the Board what they projected to be the properties future plans; Director Mills suggested cleaning it up and possibly the Lake Co. Fair would be interested in using it for parking; Chairman Whitehead asked if CalFire paid for the use of the property during the County Fires; Chief Hutchison replied there was no charge to CalFire; Director Davidson and Vice Chairman Whipple would like to research possibilities for the Larrecou property; Chief Hutchison mentioned he had spoken to the City Manager about possibilities with Station 50 and the future.

**c) Report, discussion and possible action on Resolution 1516-12; a Resolution to move unanticipated Revenue from the 2015 NRA Lightning Fire (8/1-3/2015) to expenditure accounts and into the Unreserved-Designated Equipment Reserve:** Chief Hutchison mentioned to the Board that the 2015 NRA Lightning Fire revenue was received and that the revenue needs to be moved from a Revenue Account to the appropriate expenditure Accounts; a motion was made by Director Mills with a second to the motion by Director Williams to approve Resolution 1516-12; the motion was passed unanimously by the Board and the reading was waived.

**d) Report, discussion and possible action on Resolution 1516-13; a Resolution to move unanticipated Revenue from the 2015 Gasquet Fire (8/4-9/4/2015) to expenditure accounts and into the Unreserved-Designated Equipment Reserve:** Chief Hutchison mentioned to the Board that the 2015 Gasquet Fire revenue was received and that the revenue needs to be moved from a Revenue Account to the appropriate expenditure Accounts; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1516-13; the motion was passed unanimously by the Board and the reading was waived.

**e) Report, discussion and possible action on Resolution 1516-14; a Resolution to move unanticipated Revenue from the 2015 Rocky Fire (7/31-8/9/15) to expenditure accounts and into the Unreserved-Designated Equipment Reserve:** Chief Hutchison mentioned to the Board that the 2015 Rocky Fire revenue was received and that the revenue needs to be moved from a Revenue Account to the appropriate expenditure Accounts; a motion

was made by Director Davidson with a second to the motion by Vice Chairman Whipple to approve Resolution 1516-14; the motion was passed unanimously by the Board and the reading was waived.

**f) Discussion and possible action on Resolution 1516-15 Annual Re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance:** Chief Hutchison explained Resolution 1516-15 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2015-2016; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1516-15; the motion was unanimously approved by the Board and the reading was waived.

**g) Discussion and possible action on Resolution 1516-16 - Annual re-adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance:** Chief Hutchison explained Resolution 1516-16 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2015-2016; a motion was made by Director Mills with a second to the motion by Director Williams to approve Resolution 1516-16; the motion was unanimously approved by the Board and the reading was waived.

#### **OTHER BUSINESS:**

#### **AGENDA ITEMS FOR NEXT MEETING**

- a) Report and discussion on the 2014-2015 fiscal year audit.
- b) Report and discussion on the Limited Term Position hiring position.
- c) Discussion on the status and future of the Larrecou property.
- d) Report and discussion on the progress of the SAFER Grant.
- e) Closed Session\_ Formal Complaint against Chief Hutchison.

#### **X. CLOSED SESSION: pursuant to Section 54957 (b)(1)**

- a. Formal complaint brought against the Fire Chief from an employee.

Chairman Whitehead adjourned to a Closed Session at 5:31 and reconvened the Regular Meeting at 5:52 p.m.

**Action Taken from the Closed Session:** Vice Chairman Whipple made a motion to authorize the use of a CalFire Battalion Chief to investigate the "formal complaint" issued by a Lakeport Fire District employee against Fire Chief Hutchison; a second to the motion was made by Director Williams; the motion was then amended to include that the results of the investigation would be shared with the Board of Directors; the motion was approved unanimously by the Board.

**ADJOURNMENT:** The Meeting was adjourned at 6:00 pm.

Chairman, John Whitehead

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Respectfully submitted,

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Linda K. Buckner  
Administrative Assistant