

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF APRIL 12, 2016**

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

Pledge of Allegiance:

Administer Oath of Office and Badge Pinning: Numerous Lakeport Fire personnel, family members and friends were present to support and congratulate Lakeport Fire's newly hired "Limited Term" personnel: Jodi Snider, Jordan Mills and Brandon Morin; the Oath of Office was given by the Administrative Assistant and the badges were pinned on the individuals by their fathers; LakeCo News and the Record Bee were present for community news reporting and refreshments were offered in the bay after the badge pinning.

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

AGENDA, CLAIMS AND MINUTES: The April 12, 2016 agenda and claims were approved as submitted; the numerous refunds were questioned by the Board. The minutes of March 8, 2016 Regular Meeting were approved as submitted.

PETTY CASH CLAIMS: There were no Petty Cash Claims submitted.

CORRESPONDENCE: There was no correspondence to share.

CHIEF'S REPORT: Chief Hutchison reported that the other Fire Districts are no longer interested in participating in the membership program with Reach Air Ambulance; Chief Hutchison expressed he would like Lakeport Fire to participate in the program; AMR is now Sutter Lakeside Hospitals transport dispatch center; AMR will now be SLH's 3rd party biller, they are very supportive, will take on communication issues and can integrate a GPS into their center for transport tracking; Veri Health has the contract with Saint Helena Hospital and Adventist Health; the Finley Building was tagged with graffiti, Volunteer Jeff Mertle will advise the District on options of covering the graffiti on the building; some of the revenue from the Dinner Dance Auction along with an equal amount from the District will be used to replace the SCBA compressor; the old unit will be listed as a surplus item; on May 5th a Mass Casualty Incident Civilian Support Unit Event will be taking place, numerous entities will be participating including SLH and SHCL Hospitals.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been working on the paperwork, payroll records etc... for the 3 new Limited Term hired personnel, the 2015-2016 Final Audit was received and reviewed and she continues to work with the District's computer tech on improving excel worksheets for office efficiency.

BOARD OF DIRECTORS REPORT: Director Williams reported that the plaque with the past Fire Chief's names for display outside Station 50 will be approximately \$1500.00 and will be in 2016-2017's Fiscal Year Budget.

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

OLD BUSINESS:

Report and discussion on the IFT applications and hiring process: Chief Hutchison reported the IFT hiring is at a "stand still"; the Out of County-Interfacility Transports are going ok; 2 new EMT's have recently been added to Lakeport's personnel list with one more interested EMT planning on completing the hiring process.

NEW BUSINESS:

a) Discussion on the status and future of the Larrecou property: Chief Hutchison reported that Vice Chairman Whipple, Director Davidson and the Chief met and the first concern is to clean up the Larrecou property, the Adm. Assistant was thanked for her research regarding the past EIR information done on the property; the process to clean up the piles was discussed and keeping the property for now would be important due to no other centrally located properties being available; Chief Hutchison commented that a new station may be possible with a "Community Development Grant"; the City would need to be involved to build the application; mention was made of offering to the Fairgrounds the property for parking; Director Williams commented cleaning up property would be a good idea for safety reasons; Vice Chairman Whipple asked the Chief to review the possibility of a Community Grant; Chairman Whitehead mentioned discussing with the City the grading and cleanup and their participation in the process.

b) Report and discussion on the 2014-2015 Fiscal Year Audit: Chief Hutchison reported that the 2014-2015 Fiscal Year Audit was received; one recommendation was made on the payment of the 2) Braun ambulances; the account that payment was coded to needed to be corrected to a capital lease account; this will be corrected for the 2015-2016 Audit.

c) Report and discussion on the upcoming IGT Program for 2015-2016: Chief Hutchison reported a "Letter of Interest" was completed and send DHCS; the revenue projected is a little less than last year, (approximately \$74,000.00); to participate the money that was placed in "Reserves" from the 2014-2015 IGT will be used for the Districts participation amount.

d) Status update on Engine 5011: Chief Hutchison reported that E 5011 transmission went out which would cost approximately \$10,000.00 to \$15,000.00 to fix, the Engine is 26 years old and a new Engine is being considered; an Engine was located at Sonoma Fire; it is a 1994 Pierce and is affordable, clean and well maintained; the Chief asked the Board what they would be authorize as a price to purchase an Engine to replace E5011; the Board agreed to \$20,000.00.

OTHER BUSINESS:

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on E5011.
- b) Report and discussion on the IFT/OOC hiring process.
- c) Report and discussion on the IGT program for 2016.
- d) Discussion and approval on the 2016-2017 recommended Fiscal Year Budget.
- 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 6:00 and reconvened the Regular Meeting at 6:15 p.m.

Action Taken from the Closed Session: There was no action taken from the Closed Session.

ADJOURNMENT: The Meeting was adjourned at 6:17 pm.

Chairman, John Whitehead

Respectfully submitted,

Linda K. Buckner
Administrative Assistant