

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF MAY 10, 2016**

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

Pledge of Allegiance:

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

AGENDA, CLAIMS AND MINUTES: The May 10, 2016 agenda and claims were approved as submitted; the minutes of April 12, 2016 Regular Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board copies of the media coverage taken April's Board Meeting; the Oath of Office and badge pinning of the 3 newly hired Limited Term employees was covered by The Record Bee and Lakeco News.

CHIEF'S REPORT: Chief Hutchison reported the ambulance membership with Reach Air Ambulance is moving forward; at this time there are 3195 active memberships and 1000 inactive memberships; the District recently participated in a Mass Casualty Training event with Sutter Lakeside Hospital; the training was an excellent exercise to improve coordination of the Lake Co. EMS/Fire resources in the case of an event.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been busy with completing the ambulance permit application which is due every two years; she sent out 300 weed abatement letters; a computerized timecard is being created for employees easy electronic access; burn permits made \$2,708.00 more than what was budgeted and she recently reviewed the Account Activity from the County of Lake for accuracy.

BOARD OF DIRECTORS REPORT: Director Davidson reported his appreciation of service from Lakeport Fire personnel at a recent medical call to his residence; Chairman Whitehead asked the Board's opinion of reviewing policies and procedures for the Board; the Board members were in favor of examining policies and procedures of Districts similar to Lakeport Fire Protection District.

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

OLD BUSINESS:

a) Report and discussion on the IFT applications and hiring process: Chief Hutchison reported the application process is at a standstill and the job announcement may be worded differently to be more desirable for out of county applicants.

b) Discussion on the status and future of the Larrecou property: Chief Hutchison reported the status has not changed in regards to the Larrecou property; he will be listening to a Special Districts webinar to gain additional information and he plans to attend a workshop in Fort Bragg on June 8th that is focusing on Special District financing and options.

c) Status update on Engine 5011: Chief Hutchison reported to the Board that the Seagrave Engine (E5011) is at Station 52, it has been stripped and the 1992 Pierce Dash Pumper that was owned by a small Volunteer Fire Dept. in Pennsylvania will be its replacement (purchase price =

\$20,000.00 Plus \$15,000.00 in additions=\$35,000.00); Engine 5211 is showing its age and will most likely be listed as surplus; the Seagrave will be repaired and used as back up.

NEW BUSINESS:

a) Discussion and possible action on the adoption of the Recommended Fiscal Year 2016-2017 Budget: Chief Hutchison reported the 2016-2017 Fiscal Year Budget was \$47,000.00 less than last year's fiscal budget; property tax revenue has increased; EMS revenue has decreased which was partially due to short staffing during the Rocky and Valley Fires which strapped all resources; Director Mills asked to have the amounts budgeted broken out for Board review in all expenditure accounts; Vice Chairman Whipple asked if the Dispatch" charges have changed, the Chief responded there has not been a new proposal so the rates remain the same; a motion was made by Director Williams to adopt the 2016-2017 Fiscal Year Budget with a second from Vice Chairman Whipple; the motion was approved unanimously by the Board to adopt the 2016-2017 Fiscal Year Budget.

b) Discussion and possible action on Board selection of 3 nominated individuals for Independent Special District Representatives on LAFCO: Chief Hutchison reported the Board needs a vote for the nomination of individuals for Independent Special District Representatives on LAFCO; Vice Chairman gave his recommendations to the members of the Board: Gerry Mills and Alan Gott; a motion was made Director Davidson with a second to the motion by Gerry Mills; the motion was passed unanimously by the Board.

c) Discussion and possible action of Resolution 1516-17: a Resolution canceling Reserves/Equipment Replacement Funds for the purchase of a 1992 Pierce Pumper: Chief Hutchison reported to the Board the need for a formal resolution to move funds out of Reserves to go into an expenditure account to purchase the 1992 Pierce Dash Pumper; a motion was made to approve Resolution 1516-17 by Vice Chairman Whipple with a second to the motion by Director Mills; the motion was passed unanimously by the Board and the reading was waived.

OTHER BUSINESS: There was no "Other Business".

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on E5011.
- b) Nomination and election of Chairman and Vice Chairman to the Board for 2016-2017
- c) Report and discussion on the IGT program for 2016.

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 5:35 and reconvened the Regular Meeting at 5:40 p.m.

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

ADJOURNMENT: The Meeting was adjourned at 5:42 pm.

Chairman, John Whitehead

Respectfully submitted,

Linda K. Buckner
Administrative Assistant

