

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF JULY 12, 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, Directors Williams and Director Mills; Director Davidson was absent.

**AGENDA, CLAIMS AND MINUTES:** The July 12, 2016 agenda and claims were approved as submitted; the minutes of June 14, 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 a thank you card from the Padel family for the emergency medical care one of their family members recently received; a thank you card from the Ray family expressed sincere appreciation for the District's attendance and gift of a plant in memory of Jim Ray; a thank you letter from the Lake County Office of Education was received thanking the District for their participation in the WorkAbility Program which provides work experience/shadowing for High School students; a letter was shared from Golden State Risk Management Authority which congratulated the District for earning the Loss Prevention incentive Program award and a check for \$7,036.00.

**CHIEF'S REPORT:** Chief Hutchison reported that he has been busy with fires; one fire located at the Lakeport Theatre and one grass fire on Martin/Smith Street; numerous employees, Board Members, families and Volunteers attended the Matt Black Memorial on June 23rd; the transition of patient transport services was implemented between AMR and SLH on June 27th; the District has already noticed an increase of Out of County ambulance transports; the membership with Reach is on a slight hold now due to Cal Star being acquired by Reach; the District can move forward individually but not as a partnership; Director Mills expressed he would prefer it that way; Chief Hutchison will contact Sonoma Fire on how they operate their membership program; a staff meeting was held on June 22<sup>nd</sup>; topics of discussion were establishing a "safety" committee, training and other District business; the Administrative Assistant, Chief and other Lake Co. Fire District personnel attended a WinCam Software presentation to learn more about a financial accounting program they offer; the software would be advantageous to the District but the price of \$10,000.00 is something to seriously consider; the 10,000.00 will include training/installation and updates with an annual fee of \$1,250.00; on the 4<sup>th</sup> of July there was one small fire at Kentucky Fried Chicken; a Water Rescue /Blue Card Class and a Hazard Zone Command Class will be implemented soon for Lakeport Fire personnel.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been busy with the end of the fiscal year/folders cleaning out and new 2016-2017 forms/excell sheets; the payroll clearing account went smoothly; she is recently was able to access the District's County records through a VPN connection with the assistance from Kristina Drewery; a updated Mission Statement was recently posted; the District supplied ambulance coverage at the Lake Co. Rodeo; and a new process of reporting payroll has been implemented for wage tracking purposes.

**BOARD OF DIRECTORS REPORT:** Director Williams reported he was not sure about the original plaque that was to be purchased from the East Coast he would discuss it with Director Davidson

and report back to the Board; in the near future new photos will be taken of the Board for the Stations entrance hall.

**VOLUNTEER FIREFIGHTER'S REPORT:** There was no Volunteer Firefighter's report given.

**OLD BUSINESS:**

**Status update on Engine 5011:** Chief Hutchison reported that Engine 5011 was detailed and going through the process of being "put in service".

**NEW BUSINESS:**

**Discussion and possible action on Resolution 1617-01; a Resolution for paying and reporting the value of the CalPERS Employer Paid member Contributions (EPMC):** Chief Hutchison reported Resolution 1617-01 reflects the MOU agreement and the 2015-2016 Employer Paid Member Contribution of 3% becoming to a 0% EPMC; a motion was made by Vice Chairman Whipple to approve Resolution 1617-01 with a second to the motion by Director Williams; the motion was passed by 4 ayes (Chairman Whitehead, Vice Chairman Whipple, Directors Mills & Williams); Director Davidson was absent.

**Report, discussion and possible action of Resolution 1617-02; a Resolution to surplus equipment (4 items) no longer functional for fire emergency use:** Chief Hutchison reported Resolution 1617-02 is to surplus 4 items of equipment no longer functional for fire emergency use (Ford-Haz Mat, Pierce E5211, Chevrolet Air Truck/2 Bottle Fill Station, Honda Generator); a motion was made by Director Williams with a second to the motion by Vice Chairman Whipple; the motion was passed by 4 ayes (Chairman Whitehead, Vice Chairman Whipple, Directors Mills & Williams); Director Davidson was absent.

**OTHER BUSINESS:** Discussion was made about scheduling time to draft a Proclamation to thank the Volunteer's for their \$25,000.00 donation towards the breathing air compressor.

**AGENDA ITEMS FOR NEXT MEETING**

- a) Report and discussion on E5011.
- b) Report and discussion on the purchase of a memorial plaque for Station 50.
- c) Final Fiscal Year 2016-17 Mitigation Budget.
- d) Final Fiscal Year 2016-17 Budget.

**ADJOURNMENT:** The Meeting was adjourned at 5:40 pm.

Chairman, John Whitehead

---

Respectfully submitted,

---

Linda K. Buckner  
Administrative Assistant