

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF SEPTEMBER 13, 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, Director Davidson and Director Mills.

**AGENDA, CLAIMS AND MINUTES:** The Sept. 13, 2016 agenda and claims were approved as submitted; the minutes of August 9, 2016 Regular Meeting were approved as submitted.

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

**CORRESPONDENCE:** The Administrative Assistant read a thank you note from Louis Brunke thanking the Chief for his time in explaining the evacuation process of Saint Helena Clearlake Hospital during the Clayton Fire; a thank you note was received from Mendocino College thanking the District/Volunteers for the use of the BBQ at their "welcome back" activities; a Certificate for the District's/Chief's participation at the City of Lakeport's National Night Out was shared with the Board.

**CHIEF'S REPORT:** Chief Hutchison reported that he has been busy with several fires; the fire on Bevins Street was contained to one apartment and numerous agencies responded as mutual aid; a post incident analysis was held for positive feedback on operational improvements, weaknesses and strengths; a fire occurred at Brunos in the bakery area with minimal damage; the Station responded to a fire on George Road where a shed burned; the membership drive with Reach continues to be discussed and ideas and improvements are being worked out; the Chief and Administrative Assistant have been working with the City of Lakeport on sending out weed abatement letters with deadlines and fines if not completed in the allotted time; Director Mills mentioned getting People's Services out to Station 52 to clean up the overgrown plants/vegetation; on Sept 11<sup>th</sup> a Memorial was held at Station 50; the Chief mentioned he has been busy on a frequent basis with the new transport center and continues to work out details with them; the annual Health Fair is on Oct. 15<sup>th</sup>; the "Splash-in" Event is on Sept. 16<sup>th</sup>; an engine will be on scene during the event; a Fire Chief's meeting is scheduled for Sept. 27<sup>th</sup> at Station 50; there is a false alarm sounding off at the Courthouse on a consistent basis; charging the County of Lake for these false alarms will be looked into; the Chief's Assoc. is discussing going above the Fire Code and requiring sprinklers in modular homes; CHP requested having 2 sergeants to live in their trailer at Station 52 for 30-60 days was discussed and decided to allow by the Board; a request to place a political sign on the Larracou property was discussed and denied.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been working on the membership program (agreement, postage, receipt, opening an account ...); she continues to take calls and follow up on weed complaints and abatement issues, she attended the City Council meeting on Sept. 6<sup>th</sup> with Chief Hutchison; she recently completed a lengthy report required by Smith and Newell Auditors on the expense/income of fire vs ambulance for the District; she recently completed an annual report on union dues for Teamsters; the necessary exit paperwork for Jodi Snider whose last day with the District was Aug. 31<sup>st</sup>; the Board was reminded of the Volunteers Proclamation at City Hall on Sept. 20<sup>th</sup> with Board photos at Station 50 @ 5:30 pm.

**BOARD OF DIRECTORS REPORT:** There was no report given by the Board.

**VOLUNTEER FIREFIGHTER'S REPORT:** It was reported that the annual Dinner Dance, Auction is on Oct. 15<sup>th</sup> at the Fairgrounds and the Volunteers are busy getting ready for the event.

**OLD BUSINESS:**

**Status update on Engine 5011:** Chief Hutchison reported that the newly purchased Pierce Pumper is located at Station 52 as Engine 5211; it is in service with extra equipment being added after the sale of the surplus equipment.

**NEW BUSINESS:**

**Discussion and possible action on Resolution 1617-04; a Resolution to establish an Ambulance Membership Account/Imprest cash fund for depositing membership revenue and debiting the account for deposit the funds into the Co. of Lake Treasury (Revenue Account 69.20):** Chief Hutchison and the Administrative Assistant found the need to establish an outside bank account for the ambulance membership revenue; this was approved by the District's auditor; the account would be dedicated for membership revenue; the revenue would be received, deposited into the outside bank account and then deposited into the County Treasury; a motion to pass Resolution 1617-04 was made by Director Mills with a second to the motion by Director Davidson the motion was passed unanimously by the Board with the reading waived.

**Report and discussion on the selling of the surplus equipment listed on Resolution 1617-02:** Chief Hutchison reported that the Daily Dispatch is advertising all the equipment except the Chevy Truck which is advertised in the Record Bee; the sealed bids are due at 5:00 pm on Sept. 30<sup>th</sup>.

**Report and discussion on the Lake Co. Fair coverage/expo.:** Chief Hutchison reported the fair was covered by Lakeport Fire EMT/Paramedics that signed up; the Chief covered a shift that was not covered.

**OTHER BUSINESS:** Marc Spillman from the City of Lakeport mentioned he was completing the Volunteer's Proclamation and it will be presented on 9/20/16 at the City Hall.

**AGENDA ITEMS FOR NEXT MEETING**

- a) Report and discussion on E5011.
- b) Report and discussion on the cleanup of Station 52 and allowing members of the CHP to park at Station 52 temporarily.
- c) Report and discussion on the opening of the sealed bids of the surplus equipment.
- d) Report and discussion on the reoccurring alarm sounding at the Courthouse.

**ADJOURNMENT:** The Meeting was adjourned at 5:42 p.m.

Chairman, John Whitehead

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Respectfully submitted,

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Linda K. Buckner  
Administrative Assistant

