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 11th 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. 15th; the “Splash-in” Event is on Sept. 16th; an engine will be on scene during the event; a Fire Chief’s meeting is scheduled for Sept. 27th 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. 6th 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. 31st; the Board was reminded of the Volunteers Proclamation at City Hall on Sept. 20th 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. 15th 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. 30th.

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

Respectfully submitted,

Linda K. Buckner
Administrative Assistant