

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF OCTOBER 11, 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 Oct. 11, 2016 agenda and claims were approved as submitted; the minutes of September 13, 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 a local citizen thanking the District for their response to a gasoline leak at the Post Office; a Record Bee photo was shared showing the Proclamation Presentation by Mayor Spillman of the City of Lakeport to the Volunteers commending them for their service in the community; a thank you note was read from the Lake Pillsbury Fire Protection District for Lakeport Fire's donation of the 3 Interspiro SCBA's; a letter to the editor was read from a citizen which thanked Lakeport Fire, its Chief and employees for the service they provided on two different medical emergencies he experienced; he thanked the District for excellent service and commitment to the community.

CHIEF'S REPORT: The Chief reported he has been attending numerous meetings: Health Fair Planning, Active Shooter, School Safety Committee Meetings, AMR (transfer issues), City of Lakeport (weed abatement/vegetation follow ups), Every 15 Minutes Program and Chief's Meetings; the Chief and his wife Laurie were involved in 2 public education events for Pre-Kindergarten students at the Lakeport Elementary School; there have been two plane crashes recently, one near Lampson Air Field and one during the "Splash In" Event; the Chief said the implementation of the Reach/Lakeport Fire Membership Program is in motion and the Membership Applications have been sent out to residents; the new NFIRS Program is being implemented; Station 52 was discussed and as time permits the interior improvements and cleanup of the property will be worked on; Golden State Risk Management has contacted the District to inquire if there was any interest of the Directors being a Board Member for the authority.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been working on the implementation of the Ambulance Membership Program; the auditor traveled from Yuba City on Oct. 10th and conducted the 15/16 annual audit; the process went smoothly with no concerns; the draft audit will follow.

BOARD OF DIRECTORS REPORT: Director Whipple expressed his appreciation for the Lakeport Fire personnel that responded to his home recently.

VOLUNTEER FIREFIGHTER'S REPORT: It was reported was the Dinner, Dance and Auction is on October 15th and community support is overwhelming.

OLD BUSINESS:

Status update on Engine 5011: Chief Hutchison reported that equipment will be purchased as cash flow improves; \$2,500.00 to \$3,000.00 will be needed to complete Engine 5011; the sale of surplus equipment will assist with the purchases.

Report and discussion on the opening of the surplus equipment bids: Chief Hutchison reported the bidding process closed on Sept. 30th for the air compressor and the Chevy air truck; the top bid on the breathing air compressor was \$5006.00 by Chiloquin Fire Protection District and the Chevy Air Truck high bid was \$5555.55 to John Willey; a man from Kentucky is interested in the ambulance; there has not been any other offers on the other surplus equipment.

NEW BUSINESS:

Report and discussion on the reoccurring alarm sounding at the Courthouse: Chief Hutchison reported that Resolution 0203-06 allows for the District to charge for frequent reoccurring Fire Dist. Responses; since the notification of the ability to charge for the frequent alarms at the Courthouse one has occurred.

Report, discussion and possible action on Resolution 1617-05; a Resolution to move unanticipated Revenue from the Clayton Fire (8/13-14/16) to expenditure accounts and into the Unreserved-Designated Equipment reserve: Chief Hutchison reported Resolution 1617-05 is to move the Clayton Fire revenue into appropriate accounts to cover for the personnel wage expense and to place the balance in Unreserved-Designated Equipment Reserve; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1617-05; the motion was passed by the 4 present Board Members and the reading was waived.

Report, discussion and possible action on Resolution 1617-06 a Resolution to move unanticipated Revenue from the "Move Up" (Cal Fire Station Coverage) & the Foothill Fire to expenditure account: Chief Hutchison reported Resolution 1617-06 is to move the Cal Fire Station coverage revenue into appropriate accounts to cover for the personnel wage expense and to place the balance in Unreserved-Designated Equipment Reserve; a motion was made by Director Mills with a second to the motion by Director Williams to approve Resolution 1617-06; the motion was passed by the 4 present Board Members and the reading was waived.

OTHER BUSINESS: There was no other business to be discussed.

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on E5011.
- b) Report and discussion on the cleanup of Station 52.
- c) Report and discussion on the reoccurring alarm sounding at the Courthouse.
- d) Progress on the selling of the Ambulance Membership Program.
- e) Report and discussion on the listed surplus equipment.

ADJOURNMENT: The Meeting was adjourned at 5:35 p.m.

Chairman, John Whitehead

Respectfully submitted,

Linda K. Buckner
Administrative Assistant