

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF Dec. 8, 2015**

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

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

**Pledge of Allegiance:**

**AGENDA, CLAIMS AND MINUTES:** The Dec. 8, 2015 agenda and claims were approved as submitted. The minutes of Nov. 10, 2015 Regular Meeting were approved as submitted.

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

**CORRESPONDENCE:** There was no correspondence to share.

**CHIEF'S REPORT:** Chief Hutchison reported he has been attending numerous meetings; one meeting was with the Director of City Water, Paul Harris to discuss fire hydrant maintenance/responsibility; the discussion lead to the City possibly taking on the job of inspections/flow testing and the Fire District would be responsible for the painting/weed eating of the hydrants in the City; the Chief also reported that 132 policies have been completed and there is about 50 more to do; the 3<sup>rd</sup> out Medic 5015 (Chief and Adm. Assistant) have transported 2 patients so far in Dec.; there are now 5 "Toughbook" computers in the ambulances and the District is in the final steps to become 100% electronic; new scanners have been ordered to accompany the "Toughbook" computers in the ambulances; the District is utilizing an "IT" individual to assist with computer projects, virus protection etc...; necessary background check (Live Scan) and other documentation will be completed and on file; the Chief expressed he would like to attend a Fair Labor Standards Conference; the Board agreed it would be useful information to have and agreed to the Chief attending the Feb. conference; Director Mills commented that the Chief spoke at the recent LAFCO meeting and that he was very informative and also mentioned the on-going Prop 172 issue.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she recently completed the GEMT application and the estimated revenue would be 6,349.64; the process of printing the County checks on a dot matrix machine is being implemented with a few adjustments; the money for the personnel and equipment on the Valley Fire has been received; the audit will not be completed by Smith and Newell CPA's until the middle of December.

**BOARD OF DIRECTORS REPORT:** Director Davidson thanked the District and personnel for the excellent service he received when transported by Lakeport Fire; the loss of tax revenue for South Lake County Fire was mentioned by Director Mills with the Chief informing the Board that there will be some fee adjustments for the affected Districts due to the Valley Fire; John shared with the Board that on he and Director Williams last visit to retired Chief Ken Wells that he was having seizures and his health was declining rapidly due to the metastatic cancer.

**VOLUNTEER FIREFIGHTER'S REPORT:** Firefighter/Paramedic Odell Landers reported the gift wrapping for local needy children was tonight the Annual Appreciation Dinner was on Dec. 12<sup>th</sup> at Running Springs Casino; the newspaper article on the Veterans of Foreign Wars presenting an award to Paul Bergem (FF of the Year) and Odell Landers (Medic of the Year) was mentioned; a congratulations to both individuals was expressed.

#### **OLD BUSINESS:**

**Report, discussion and possible action on Board Approval of "Limited Term Position" wage scale and benefits:** Chief Hutchison reported the written test was on Saturday Dec. 5<sup>th</sup> at the Mendocino College; 7 people took the test (4 EMT's/FF's and 3 Paramedic/FF's; the Oral Board Interview Panel has been chosen and the scheduled date is Jan. 9<sup>th</sup>; the approximate start date for the "Limited Term Position" is March 1, 2016; a Background Investigation will be done on all potential hires.

**Report and discussion on the continued meetings regarding District ambulance service and transfer issues:** Chief Hutchison reported there has been no discussion on this topic and one item under discussion by the Lake Co. Fire Chiefs is the restructuring of the wage scale among all the Inter-facility personnel to be consistent among all the Districts.

**Report, discussion and possible action on the District participating in an ambulance membership program with other local Fire Districts:** Chief Hutchison said here has been no discussion on this topic lately but it is on the Agenda for the next Chief's meeting.

#### **NEW BUSINESS:**

**Report and discussion on the possibility of fulltime staffing for personnel doing Inter-facility and Out of County patient transports:** Chief Hutchison shared an informational breakdown sheet of an IFT Staffing proposal; the Chief explained the need for consistent staffing for Inter-facility patient transports; this proposal would put on an ambulance for 12 hours a day with one Paramedic at 18.00 an hour and one EMT at 12.00 an hour; this staffing would also assist the on duty staff by covering for them at times so they can train; a motion was made by Director Williams with a second to the motion by Director Davidson to authorize the Chief to publish and begin the hiring process for the 2 EMT and 2 Paramedic IFT positions with a review of the cost effectiveness July 1, 2016; the motion was approved unanimously by the Board.

**Report and discussion on the Clear Lake Gleaners response to the 10% rent increase for the Finley Building:** Chief Hutchison reported a letter was sent to the Gleaners on Nov. 18, 2015 reminding them of the rent increase of 10% effective Dec. 2015; the Chief received a phone call from the Gleaners stating the raise was before a calendar year of 12 months and that there was no legal lease on file; the Chief invited them to come talk to the Board; Chairman Whitehead mentioned how the District paved around the Finley building for \$8,815.00; after Board discussion Director Mills suggested to follow the 12 month term and make the 10% rent increase Feb. 1, 2016 in the amount of 254.10.

**Report, discussion and possible action on Resolution 1516-11; a Resolution to move unanticipated Revenue received from the Valley Fire (account 56.30- Other Governmental Agencies Account) to two Expenditure Accounts and an Unreserved-Designated-Equipment Reserve Account – to cover for District Equipment and Payroll expenses:** Chief Hutchison mentioned to the Board the Valley Fire revenue has been received and that the revenue needs to be moved from a Revenue Account to the appropriate expenditure Accounts; a motion was made by Director Williams with a second to the motion by Director Davidson to approve Resolution 1516-11; the motion was passed unanimously by the Board and the reading was waived.

**OTHER BUSINESS:** There was no "Other Business" discussed.

***AGENDA ITEMS FOR NEXT MEETING***

- a) Report, discussion and possible action on the Gleaners 10% rent increase discussion.
- b) Report, discussion and possible action on the proposal of implementing "Limited Term Staffing".

**ADJOURNMENT:** The Meeting was adjourned at 5:49 pm.

Chairman, John Whitehead

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Respectfully submitted,

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Linda K. Buckner  
Administrative Assistant