

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF Jan 12, 2016**

**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 Jan 12, 2016 agenda and claims were approved as submitted. The minutes of Dec. 8, 2015 Regular Meeting were approved as submitted.

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

**CORRESPONDENCE:** The Administrative Assistant read a note for Al and Kathy Moorhead thanking the District for the service and concern during Kathy's illness and transport; cards and donations were received by various individuals in the memory of Ken Wells; a Certificate was received from South Lake County Fire's President of the Board of Directors thanking the District for their response to the Valley Fire.

**CHIEF'S REPORT:** The Administrative Assistant reported for Chief Hutchison due to his absence; it was reported the Chief attended the usual monthly meetings; the Chief will be a guest speaker at the Scott's Valley Tribal Winter Event on the 28<sup>th</sup> of January; a Blood Drive is taking place at Station 50 on Jan. 30<sup>th</sup>; the first round (132 in all) of policies have been sent out; there was a backing accident with Medic 5012 and repairs will be done by a body shop, Medic 5012 is still usable.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been busy with the end of the year projects; the draft audit should arrive anytime; a workshop on "going electronic" with patient care billing was held today along with a CPR class; a PDF fillable form has been completed by the District's computer tech, Nichole; the application deadline for the IFT positions closed on Friday Jan. 8<sup>th</sup> at 5:00 pm; and the 2015 1099's have been completed.

**BOARD OF DIRECTORS REPORT:** Director Williams mentioned he would like the District to select a plaque for the front of Station 50 in memory of District's Fire Chiefs that have passed away; the mention of someday naming Station 52 after Bill Morrison was brought up; all to a plaque and Director Davidson, the Administrative Assistant and Director Williams would get back to the Board with prices and ideas to share.

**VOLUNTEER FIREFIGHTER'S REPORT:** Firefighter Andrew Bergem reported that 4 Firefighters were contestant escorts for the Miss Lake Co. Pageant.

**OLD BUSINESS:**

**Report, discussion and possible action on Board Approval of "Limited Term Position" wage scale and benefits:** The Administrative Assistant reported on Sat. Jan 9<sup>th</sup> the interview portion of the hiring process for the 3 "Limited Term" positions was held at the City of Lakeport; there were 6 candidates and 3 Oral Board Interviewers attending; the interviewing of applicants began at 9:30 and ended at 2:15; Chief Sapeta, Mayor Spillman and Battalion Chief Wink were on

the interview panel; on the Chief's return the applicants will be notified of their ranking and will be scheduled for the Chief's interview.

**Report and discussion on the continued meetings regarding District ambulance service and transfer issues:** The Administrative Assistant reported for the Chief that he was negotiating with Veri Health for an IFT dispatch agreement on behalf of the Chief's Association.

**Report, discussion and possible action on the District participating in an ambulance membership program with other local Fire Districts:** There was nothing to report at this time.

**Report and discussion on the Job Announcement posting and response for 4) Inter-facility positions: 2) Paramedics and 2) EMT's:** The Administrative Assistant reported for the Chief that 4 applications for the EMT position and 1 application for the Paramedic's position were received by the closing date of Jan. 8<sup>th</sup> at 5:00 pm; the Chief will be interviewing the candidates that have applied and will rewrite the announcement and repost it to larger applicant base.

**Report and discussion on the Clear Lake Gleaners response to the 10% rent increase for the Finley Building:** The Administrative Assistant reported a check was received in Dec. from the Gleaners which resulted in a credit balance; on the Jan. payment an adjustment was made; in Feb. 2016 the rent will be raised 10%, from 231.00 to 254.10; every Nov. the rent for the Finley Building will be reviewed by the Board of Directors and if there is to be a rate change it will be an effective date of February.

**NEW BUSINESS:** There was no "New Business" to discuss.

**OTHER BUSINESS:** The Administrative Assistant shared with the Board the Chief's appreciation of the District's thoughtfulness in the recent passing of his father; Lydia Wells has purchased a motor home and will be traveling to Quartsite, Arizona and to various quilting shows.

#### **AGENDA ITEMS FOR NEXT MEETING**

- a) Report and discussion on the 2014-2014 fiscal rear audit.
- b) Report and discussion on the Limited Term Position hiring position.
- c) Report and discussion on the IFT Applications and hiring process.
- d) Report and discussion on the continued meetings regarding District ambulance service and transfer issues.
- e) Report, discussion and possible action on the District participating in an ambulance membership program with the other local Fire District.

**ADJOURNMENT:** The Meeting was adjourned at 5:23 pm.

Chairman, John Whitehead

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Respectfully submitted,

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Linda K. Buckner  
Administrative Assistant