

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF Feb. 9, 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 Feb. 9, 2016 agenda and claims were approved as submitted. The minutes of Jan. 12, 2016 Regular Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant read a note from Betsey at Golden State Risk Management Authority thanking Chief Hutchison and the Administrative Assistant for giving her a Station 50 tour; she appreciated "safety and good practices at work".

CHIEF'S REPORT: The Administrative Assistant reported for Chief Hutchison; it was reported the Chief attended the usual monthly meetings; he gave a presentation on fire safety at the Scotts Valley Band's winter event; he has started working on the 2016-2017 Fiscal Years Budget; a Blood Drive was held successfully at Station 50 on Jan. 30th and the Station won 3rd place; the Chief would like to add the Directors to the Target Solutions training program so training such as the Ethics and Harassment can be done and documented.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she received notification requesting of 4 GEMT fiscal years of information for an audit; Nichole continues to help with the computer projects ; the new electronic ambulance billing has been a smooth process; she has been busy with the "Limited Term" 3 new hires paperwork; NFPA/OSHA Reports and burn permit applications.

BOARD OF DIRECTORS REPORT: Director Williams and Davidson have been researching plaques for the front of Station 50; the process of pricing and information is being looked into; the plaque will show the names of the past Fire Chiefs and other information added will continue to be discussed with the Board and Chief Hutchison; more information will be shared at the March Board Meeting.

VOLUNTEER FIREFIGHTER'S REPORT: It was reported that the Blood Drive was held successfully on Jan. 30th at Station 50.

OLD BUSINESS:

Report, discussion and possible action on Board Approval of "Limited Term Position" wage scale and benefits: The Administrative Assistant reported for Chief Hutchison that 3 candidates have received conditional job offers and have been moved to the background investigative process and physicals; the anticipated start date is March 16, 2016; a mini academy prior to placing the 3 "new" limited term hires "on shift" on April 1, 2016 we occur with the use of South Lake Fire's training facilities for the training.

Report and discussion on the continued meetings regarding District ambulance service and transfer issues: The Administrative Assistant reported for the Chief that an agreement with Veri – Health for the IFT dispatch continues.

Report, discussion and possible action on the District participating in an ambulance membership program with other local Fire Districts: The Administrative Assistant reported for Chief Hutchison at the last Chief’s meeting there was a discussion with Reach; they have offered to partner with the Chief’s Association as they have done with other communities; there are details to work out; Chief Hutchison recommended that the memberships be with the individual Districts but memberships from the other Districts would be honored; the fees would be the individual District’s, not a central account.

Report and discussion on the IFT applications and hiring process: The Administrative Assistant reported for Chief Hutchison that fliers for the paramedic position have been re-done and sent out to numerous Fire District’s, Colleges etc..; when enough applications are received the hiring process will begin.

NEW BUSINESS: There was no “New Business” to discuss.

OTHER BUSINESS: The nomination ballot for Lake LAFCO Special District Member was discussed with Director Mills showing and interest in the position and the rest of the Board approving the representation of Director Mills for Lakeport Fire.

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on the 2014-2015 fiscal year 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.
- f) Report, Discussion and possible action on a Resolution for the annual re-adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance.
- g) Report, discussion and possible action on a Resolution for the annual re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance.
- h) Report and discussion on the recent GEMT audit of 4 fiscal years.
- i) Discussion on the status and future of the Larrecou property.

ADJOURNMENT: The Meeting was adjourned at 5:31 pm.

Chairman, John Whitehead

Respectfully submitted,

Linda K. Buckner
Administrative Assistant

