

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453**

REGULAR MEETING MINUTES OF APRIL 10, 2018

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

Pledge of Allegiance:

Roll Call: Chairman Whitehead, Vice Chairman Whipple, Directors Davidson, Williams and Mills were present.

AGENDA, CLAIMS AND MINUTES: The April 10, 2018 agenda and claims were approved as submitted; the March 13, 2018 Regular Minutes were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant read thank you notes: the CLHS Student Body thanked Chief Hutchison for participating in their "Reach Higher" event day; the Quincy Chamber of Commerce thanked Lakeport Fire and all that responded to their aid during the Minerva Fire in July and August of 2017 (Spencer Johnson – fire line medic).

CHIEF'S REPORT: Chief Hutchison reported to the Board that Cal Fire Dispatch "issues" are being worked out; he and the Administrative Assistant met with the City Development Director, Kevin Ingram and Bonnie Sharp, City Permit Technician to discuss weed abatement strategies and enforcement; the Chief attended Ag Day; 1200 children attended and the event was very successful; the Chief continues to attend meetings with the County on weed abatement and fire hazardous properties; Cal Earthquake Authority has a "Pilot Program" that the County may be able to use for weed abatement enforcement /abatement; the Chief has been spending a lot of time getting policies into Lexipol; Chairman Whitehead commented on Cal Fire Dispatch issues; Chief Hutchison said Cal Fire has been overwhelmed with the number of calls that Lake County Fire Districts generate; the Chief reported that there has not been any applications turned in for the Captain's position; the deadline is 5:00 p.m. on April 20, 2018.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she received notification back on four fiscal years of GEMT audits; there is a slight adjustment to fiscal year 09-10 and years 11-12, 12-13 & 13-14 have been all accepted with no adjustments; recently GEMT records for the fiscal year 14-15 have been requested and supplied; information has been sent to Systems Design West in anticipation of Lakeport Fire using the ambulance billing company as the "new" billing agency; a training at Kelseyville Fire for the Win Cam accounting software was attended on April 4th; the State Controller Fiscal Year 16-17

Compensation Report has been completed and submitted; there was a leak in the office on April 6th which resulted in the carpet being soaked; this will be reported on in further detail on "Old Business" Agenda Item (c); the budget packet has been received from the County Auditor with the Preliminary Budget due in May; the County of Lake Auditor recently sent a letter stating some possible changes in the check processing schedule; this is being discussed and concerns will be shared with the County Auditor.

BOARD OF DIRECTOR'S REPORT: There was no report from the Board of Directors.

VOLUNTEER FIREFIGHTER'S REPORT: There was no report from the Volunteer Firefighters.

OLD BUSINESS:

Report and discussion on the possibility of adding a measure on the Ballot to financially stabilize the District: Chief Hutchison has had discussions with the County Registrar of Voters on the District's use of "the Upland Decision" process and if the District qualifies to use that process; the Chief said it was up to the Board on which way they feel comfortable going with 1) Upland Decision Process (voter initiated process on a special ballot) or 2) a Ballot Measure which would be $\frac{2}{3}$ majority vote to pass; the District currently uses the "Units of Benefit Table" to charge property owners which is confusing; a flat fee charge is being considered and reviewed; an engineering study to review the change of charge methodology is a consideration; The Chief mentioned it would be up to the Board on if they wanted to go with the "Flat Fee" or "Units of Benefit Table" as is currently used; the Chief reached out to City Manager Margaret Silveira on a company the City used (FM3) that measures voter approval of a ballot measure; this company would be a consideration to use or to go to the citizens in an outreach process; also mentioned was the City's ballot measure of $\frac{1}{2}$ cents sales tax increase on the June ballot which may decrease voter approval of the District's ballot measure; Chief Hutchison said he would look into a measure for the Nov. ballot; Director Mills mentioned to include costs and more information for the Board.

Report, discussion and possible action on approval of the addition of policies and procedures (Policy 200, 201 and 202) for the Board of Directors: Chief Hutchison opened the Board Policies discussion; Chairman John Whitehead mentioned he reviewed the policies and mentioned his change recommendations; Vice Chairman Whipple agreed to the changes; a motion was made by Director Davidson with a second to the motion by Director Williams to approve the adoption of policies 200, 201 and 202; the motion was passed unanimously by the Board and the reading was waived.

Report and discussion on the future of Station 50's building/location and needed station repairs: Chief Hutchison reported to the Board that there was a leak in the Administrative Assistant's office; Serv Pro came with equipment to dry the walls and carpet; Lucerne Roofing patched the roof; the condition of the building is deteriorating and is a concern for the future; Director Davidson suggested a committee be formed to review possibilities of change with the buildings current location or to pursue a new location.

Report, discussion and possible action on the District considering changing ambulance billing services due to the current billing services instability (Novato Fire): Chief Hutchison reported he received a call from Chief Tyler of Novato Fire informing him that they would cease doing ambulance billing on June 30, 2018 and would continue working accounts until Oct. 31, 2018; Chief Hutchison mentioned Systems Design West was willing to take on previous worked accounts and acquired new accounts on July 1, 2018; a motion was made by Director Whipple with a second to the motion by Vice Chairman Whipple to proceed with Systems Design West doing Lakeport Fire's ambulance billing and to work existing billing from Novato Fire starting July 1, 2018 ; the motion was passed unanimously and reading the waived.

NEW BUSINESS:

Report, discussion and possible action on Resolution 1718-11; a Resolution for the movement of funds (10,000.00) from Unreserved-Designated Buildings to the Building Expenditure Account (18.00) for the flooring improvements at Station 52 and Station 50; Chief Hutchison discussed with the Board the need to move \$10,000.00 from the Unreserved-Designated Building Funds to the Building Maintenance Expenditure Account for flooring improvements at Station 50 and 52; the pink carpet at Station 50 would be removed and the tile would be removed and replaced; the excess new tile from the Station 50 project would be used at Station 52; a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1718-11; the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Policy 1007 which gives specific/detailed guidelines on EMS billing and collections; Chief Hutchison explained to the Board that Systems Design West requires an ambulance billing policy; Policy 1007 covers specific detailed guidelines on EMS billing and collection procedures; a motion was made by Director Williams with a second to the motion by Director Davidson to approve Policy 1007; the reading was waived and the motion was passed unanimously by the Board.

OTHER BUSINESS:

City of Lakeport Mayor Mireya Turner shared with the Board that the flood damage repairs at the city park won't be completed this summer.

Chief Hutchison explained to the Board that there was a correction to the March 13, 2018 Minutes New Business Agenda Item (G) regarding the portable Motorola radios; the correct amount that the radios would cost yearly was \$10,000.00 a year; the Chief said the increase from \$5,000.00 a year to \$10,000.00 a year was still doable; this will be agenized for the May Board Meeting.

AGENDA ITEMS FOR THE MAY 8, 2018 REGULAR MEETING:

- a) Report and discussion on the Company FM3 doing a voter assessment of citizen support for a Ballot measure in Nov. to increase Direct Charges.
- b) Report, discussion and possible action on the District leasing new portable radios.
- c) Report and discussion on the future of Station 50's building/location and needed station repairs.
- d) Discussion and possible adoption of the Fiscal Year 18-19 Preliminary Budget.

CLOSED SESSION:

Salaries, Salary Schedules or Fringe Benefits pursuant to Section 54957.6 of the Ralph M. Brown Act

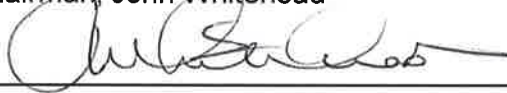
Represented Employees; Labor Negotiations

Chairman Whitehead adjourned to a Closed Session at 6:00 and reconvened the Regular Meeting at 6:20 p.m.

Action taken from the Closed Session: Appointment of Director Davidson and Chairman Whitehead for the District's negotiating committee; a motion for Chief Hutchison to open "Meet and Confer" negotiations with the Professional Firefighters was made by Director Davidson with a second to the motion by Director Williams; the motion was passed unanimously by the Board.

ADJOURNMENT: The Meeting was adjourned at 6:25 p.m.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT