

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

REGULAR MEETING MINUTES OF AUGUST 14, 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 Williams, Davidson and Director Mills was absent.

AGENDA, CLAIMS AND MINUTES: The Aug. 14, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of July 10, 2018 were approved as submitted.

PETTY CASH CLAIMS: There was no Petty Cash submitted.

CORRESPONDENCE: The Administrative Assistant read a thank you note from a citizen.

PUBLIC HEARING: 5:10 P.M.

Public Hearing on the adoption of the District's 2018-2019 Final Fiscal Year Budget: Chief Hutchison reported that the 2018-2019 Budget has a \$159,000.00 shortfall; all the "fat" has been cut and now it is up to bargaining (Labor Negotiations); the County informed the District of a \$98,000.00 deficit which is largely from the decrease of revenue from the ambulance transports so there is no carry over; Northshore Fire found that 1000 transports were not processed by their past billing company, Novato Fire; the new billing company, Systems Design West is showing a positive change in billing procedures; worksheets were handed out to the Board to review, they reflected 2 positions being terminated because negotiations had not taken place so that was the only area to "cut" expenses; Vice Chairman Whipple said "so we are basically looking at a \$160,000.00 deficit"; the roof repair was not included in the budget worksheets; Vice Chairman Whipple said he could not approve this budget without negotiations taking place and that a Special Meeting to approve the budget would have to be scheduled after negotiations; Director Davidson mentioned that we had to get the negotiations meeting scheduled; City of Lakeport, Mayor Pro Tem, Tim Barnes in the audience mentioned the thought of cutting positions was frightening.

CHIEF'S REPORT: Chief Hutchison reported that he has attended multiple meetings over the last month: hazardous vegetation, Chief's meeting; then the Mendocino Complex Fire's began (more info on this under New Business); the Sutter Lakeside Hospital meeting was postponed due to the fires.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported the she completed the Pawnee Fire paperwork; during the River Fire she was busy with payroll, paperwork, cooking, shopping, cleaning, phone calls etc.; the GEMT Quality Insurance Fee (SB 523) report has been completed; she has been working on an IGT Letter of Intent and an attachment that is required; the Direct Charges are due next week; thank you notes have been sent out to the individuals, businesses that generously donated food during the River Fire; the new financial software program now is able to print checks; payroll for the River Fire was huge and quite an undertaking.

BOARD OF DIRECTOR'S REPORT: Director Williams received a call from a staff member of Congressman Thompson; on a personal level they discussed the need to begin control burning and that a program needs to be implemented.

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

OLD BUSINESS:

Report, discussion and possible action on the District placing a County Direct charge increase measure on the ballot for voter approval: Chief Hutchison reported on placing a measure on the ballot; meetings to gather information had been canceled due to the fires; the deadline date for the Nov. ballot was missed; Vice Chairman Whipple mentioned the Registrar of Voters has not been very helpful; a Resolution showing "Intent" was needed included on the agenda for the Sept. 11th Board Meeting; the Chief requested Board approval to begin the process of placing a measure on the ballot for a Direct Charge Increase; a motion was made by Vice Chairman Whipple to authorize Chief Hutchison to begin the process of placing a measure on the ballot with a second to the motion by Director Williams; the motion was passed unanimously by the 4 Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

NEW BUSINESS:

Report, discussion and possible action on the adoption of the Final Fiscal Year 2018-2019 Mitigation Budget: Chief Hutchison reported the Mitigation Budget is an annual requirement by the Auditor; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve the adoption of the Final Fiscal Year 2018-2019 Mitigation Budget; the motion was passed unanimously by the 4 Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

Report and discussion on filling the vacant Board of Director position due to the announcement of director Mills retirement from the Board: Chief Hutchison reported two applications had been received 1) Gary Hill (retired police officer) 2) Greg Scott (retired Cal Fire Chief); the process was discussed among the Board members and Chief Hutchison mentioned per the annexation agreement 2) Board Members needed to be "County" residents and 2) City residents and the 5th Board Member can be selected by the existing Board Members; the application deadline was discussed and scheduled with a date of Aug. 31st and to interview the applicants at the Sept. 11th Board meeting.

Report, discussion and possible action on Resolution 1819-01; a Resolution approving the Department of Forestry and Fire Protection Agreement #7FG18060: Chief Hutchison reported he was requesting Board authorization to accept Resolution 1819-01 which would approve the Dept. of Forestry and Fire Protection Agreement #7FG18060 allowing the Volunteer Assistance Grant Funds 50/50 match; the Districts share would be \$3505.00; a motion was made by Director Williams with a second to the motion by Vice Chairman Whipple; a motion was made to approve Resolution 1819-01; the motion was passed unanimously by the 4 Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

Report, discussion and possible action on Resolution 1819-02; Resolution 1819-02 is to move unanticipated revenue from the Pawnee Fire (6/24-30/2018)\$27,124.00 to expenditure accounts and into the unreserved-Designated Equipment Reserve; Chief Hutchison reported Resolution 1819-02 was needed to move unanticipated revenue from the Pawnee Fire (\$27,124.00) to expenditure accounts and the Unreserved-Designated Equipment Reserve account; a motion was made by Director Davidson with a second to the motion by Director Williams;

the motion was passed unanimously by the 4 Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

Report, discussion and possible action on Resolution 1819-03; Resolution 1819-03 is to move unanticipated revenue from the Pawnee Fire (7/1-6/18) to expenditure accounts and into the Unreserved-Designated Equipment Reserve Equipment Reserve: Chief

Hutchison reported Resolution 1819-03 was needed to move unanticipated revenue from the Pawnee Fire (\$24,799.00) to expenditure accounts and Unreserved-Designated Equipment Reserve account; a motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple; the motion was passed unanimously by the Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

Report, discussion and possible action on the effects/status of the Ranch and River Fires which began on July 27, 2018; Chief Hutchison reported he was very proud of the staff and how they stepped up during the River Fire; 31 people out of 37 were at Station 50 and went to work on protecting the community; the Chief mentioned our small District put together an entire Task Force; the Administrative Assistant cooked and managed Station 50 tasks; the ambulance continued to be staffed; 7) homes were damaged 16) homes were destroyed; there were no injuries and no broken equipment; Director Williams said "great job"; Chairman Whitehead mentioned the Chief and Firefighters needed to be commended; City Mayor Mireya Turner thanked Chief Hutchison for taking time to update the City at the EOC.

Report, discussion and possible action on retaining the District General Legal Counsel;

Chief Hutchison reported he was informed by Jepson & Griffin LLP that Mark Velasquez was moving to a different firm and if the Board wanted to retain using Velasquez as counsel a motion would need to be made; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams; the motion was passed unanimously by the 4 Board members present; 4) Whitehead, Williams, Whipple, Davidson 1) absent: Mills.

OTHER BUSINESS: Mayor Pro Tem, Tim Barnes said "our City is still intact because of our Firefighters"; Chairman Whitehead asked about the Red Cross using Station 52; the Chief reported that they use Station 52 for large trucks to come in as a warehouse on large incidents such as the River/Ranch Fires.

CLOSED SESSION:

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

- a) Represented employees: Labor Negotiations

Chairman Whitehead adjourned to a Closed Session at 5:45 p.m. and reconvened the Regular Meeting at 6:01 p.m.

Action Taken from the Closed Session: There was no action taken on this Agenda item.

AGENDA ITEMS FOR THE SEPT. 11, 2018 REGULAR MEETING:

- a) Report, discussion and possible action on the District placing a County Direct Charge increase measure on the ballot for voter approval.
- b) Interviews of applicants to fill the vacant Board of Director position; Director Mills retiring.
- c) Resolution for Intent to place a measure on the ballot.
- d) Closed Session; Salary, Salary schedules or fringe benefits: Represented employees: Labor Negotiations
- e) Report on Mendocino Complex Fire.

ADJOURNMENT: The Meeting was adjourned at 6:05 P.m.

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner

Administrative Assistant/EMT