

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

REGULAR MEETING MINUTES OF DECEMBER 11, 2018

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

Pledge of Allegiance:

Roll Call: Vice Chairman Whipple, Directors Williams and Davidson were present; Chairman Whitehead was absent; also present was the District's attorney Mark Velasquez from Best Best and Krieger attorneys at Law.

AGENDA, CLAIMS AND MINUTES: The Dec. 11, 2018 agenda and claims were approved as submitted; the minutes of the Regular Meeting on Nov. 13, 2018 were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board that Mendocino Community Health Clinic gave the District a 500.00 donation; this donation will remain in the Misc. Revenue account and will help with flooring replacement in one of the rooms at Station 50.

CHIEF'S REPORT: Chief Hutchison reported that he has been busy with meetings; he has been working on the ballot measure; he met with Serve Pro to discuss the mold that was found on the south wall of Station 50's meeting room; the wall has tested negative for asbestos and lead paint; the wall is now sealed off; an estimate from Serve Pro was received and other estimates will be obtained; the necessary treatment/repairs will follow; the Chief has been attending meetings on the possibility of changing LEMSA's and the Chief and other Lake County Fire Chiefs will be testifying to the Grand Jury.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been busy with writing burn permits; so far 129 have been issued for a total of \$3483.00; the GEMT for Fiscal Year 17-18 has been completed and sent; the annual toy wrapping will take place tomorrow night; she is working with Win Cam, the financial software company to get needed reports off the system; Novato Fire has sent their billing information to System Design for processing; the next report the Administrative Assistant will be working on is the application for FEMA assistance due to the increased expenses of the River Fire.

BOARD OF DIRECTOR'S REPORT: Director Williams and Davidson attended a City Council meeting; Director Williams felt it was good meeting and that the Board should make a habit of attending those meetings.

VOLUNTEER FIREFIGHTER'S REPORT: Captain Bergem told the Board that the Volunteers are showing up on their own, spending the night and going out on medical and fire calls; Vice Chairman Whipple expressed how their efforts were appreciated.

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 he has been going back and forth on the Ballot Measure process with the consultants; a timeline has been completed; the flat fee is easier to understand than the Units of Benefits; there has been numerous emails

exchanged as discussion on this progresses; the polling is scheduled for January and the results from the poll will indicate the communities feelings on the potential ballot measure; there will be legal publications in the paper and a Resolution to place the Ordinance on the May 7th ballot; Mark Velasquez mentioned to the Board and Chief that early February a decision needs to be made on whether to go forward and "call" an election.

NEW BUSINESS:

Report, discussion and possible action on Resolution 1819-11; Resolution 1819-11 is to move unanticipated revenue from the River Fire (July 28, 2018-Aug. 8, 2018-- \$189,648.90) to expenditure accounts to cover personnel costs and into the Unreserved-Designated Equipment Reserve Fund: a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1819-11; the motion was passed unanimously by the Board members present: Vice Chairman Whipple, Directors Williams and Davidson; Chairman Whitehead was absent.

Report, discussion and possible action on Resolution 1819-12; Resolution 1819-12 is to move funds out of Equipment Reserves to the Professional Services account for Ballot Measure expenses; prior to the meeting Chief Hutchison contacted Chairman Whitehead which agreed to be called remotely and place his vote on Resolution 1819-02; Chief Hutchison explained to the Board the reason for Resolution 1819-12 (\$40,000.00 for ballot measure expenses); a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1819-12; the motion was passed by the 3 Board members present and Chairman Whitehead approved this motion by a phone conferenced call; the motion was passed unanimously by the 4 Board members.

Report, discussion and possible action on determining Director positions for re-appointment to the Lakeport Fire Protection Board: Chief Hutchison opened this discussion and attorney Mark Velasquez gave the Board a brief overview of the past process of appointing Directors for Lakeport Fire's Board; the Lakeport Board of Directors in the 50's and 60's were appointed by the Board of Supervisors; in 2004 when the City of Lakeport annexed the annexation agreement stated appointment of 2 from the City, 2 from the County and 1 from the Lakeport Fire Board; with the vacancy of Director Gerry Mills some concern by Supervisor Rob Brown has arisen; Mark Velasquez said County Counsel, the City attorney and he as Lakeport Fire's attorney and have discussed having in writing the Board appointment process; a "draft resolution has been written up and now the Board of Supervisors will discuss, clarify and vote on the process of obtaining Lakeport Fire Board of Directors; the City of Lakeport has adopted a Resolution outlining the appointment process; proposed is that 3 Board members would be appointed by the Board of Supervisors and 2 Board members would be appointed by the City of Lakeport; the terms of appointment would be staggered 2) positons would be up for appointment Jan. 2019 and 3) in Jan. 2020; Mark Velasquez mentioned in "time" it would be recommended to have 2) appointments in Jan. and then in "2" years have 3 appointments; with the application process changed the District would not be involved in the appointment process; elected positons for Board members by the County of Lake may be discussed at a later time; a motion was made by Director Williams with a second to the motion by Director Davidson to approve the process that has been recognized by the City and County; the motion was passed unanimously by the 3 Board members present; Bill Whipple submitted his resignation letter as a Board of Director for Lakeport Fire on Nov. 24, 2018; a second motion was made designating Vice Chairman Whipple's vacant positon on the Board open for the City of Lakeport's appointment; a motion was made by Director Davidson with a second to the motion by Director Williams designating Bill Whipple's position on the Board vacant and up for reappointment; the motion passed unanimously by the 3 present Board members; clarification was made by Mark Velasquez that the City and County can appoint anyone in either the City or District to fill their appointment of a Board of Director for Lakeport Fire.

Report, discussion and possible action on Lakeport Fire's records request policy and fees for copies of meeting recordings and printed minutes: Chief Hutchison asked the Board for direction on requests for recordings (the current policy does not include recordings requests); the current policy specifies a charge of \$15.00 for print copies of records; discussion was to include recording requests at a \$15.00 charge; Mark Velasquez recommended drafting a policy for the Board

to review that will outline print and recording requests; discussion was to keep the recordings for 90 days; January's Board Meeting will discuss a "draft" policy.

OTHER BUSINESS: There was no "other business" discussed.

AGENDA ITEMS FOR NEXT MEETING:

- a) Report, discussion and possible action on the District placing a County Direct Charge increase measure on the ballot for voter approval.
- b) Report, discussion and possible action on the process of charging for recording requests.
- c) Report, discussion and possible action on the 2017-2018 Fiscal Year Audit.
- d) Report, discussion and possible action on the FEMA application process for the River Fire.

CLOSED SESSION:

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

Represented Employees: Labor Negotiations

Vice Chairman Whipple adjourned to a Closed Session at 5:50 pm and reconvened the Regular Meeting at 6:03 pm.

ACTION TAKEN FROM THE CLOSED SESSION: Board action was that Union negotiations will continue and a date and time in January 2019 will be scheduled.

ADJOURNMENT: The meeting was adjourned at 6:05 pm.

Vice Chairman, Bill Whipple



Respectfully submitted



Linda K. Buckner

Administrative Assistant/EMT