

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF DEC. 12, 2017**

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, Mills and Davidson were present.

AGENDA, CLAIMS AND MINUTES: The Dec. 12, 2017 agenda and claims were approved as submitted; the Regular Meeting minutes of Nov. 14, 2017 was approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board a thank you note from Sponsoring Survivorship, they appreciated the Fire Departments participation in their yearly cancer benefit; a note was shared with the Board from the Mendocino Community Health Center thanking the District for our hard work and dedication; a check for 500.00 was included.

PUBLIC HEARING: 5:05 P.M.

SECOND READING OF ORDINANCE 1718-01- ESTABLISHING A UNIFORM SCHEDULE OF FEES FOR THE USE OF PERSONNEL AND/OR EQUIPMENT: Chief Hutchison reported to the Board the need to streamline some of the District's patient transport fees as recommended by the District's new billing service (Novato Fire Jan. 1, 2018); discussion on the change of fees/streamlining fees was made by the Board; a motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple to approve the 2nd reading of Ordinance 1718-01; the motion was passed by a unanimous vote; the reading was waived.

CLOSED SESSION:

Chairman Whitehead adjourned to a Closed Session at 5:06 and reconvened the Regular Meeting at 5:30 p.m.

1) Salaries, Salary Schedules or Fringe benefits pursuant to Section §54957.6 f the Ralph M. Brown Act.

Represented Employees: Labor Negotiations

2) Pending Litigation: Lawyer-Client Privilege pursuant to Section §54956.9 – (a) & (b)(1) Public Employees Relations Board and Teamsters Local 856/Lakeport Professional Firefighters Assoc. (Charging Party) Unfair Practice Charge against the Lakeport Fire Protection District and the District's agent, Chief Hutchison.

Action Taken from the Closed Session (1):

There was no action on Closed Session (1)

Action taken from Closed Session (2); Chief Hutchison was directed by the Board to contact the Teamsters Union representative and request a final "meet and confer".

CHIEF'S REPORT: Chief Hutchison reported he has been busy with meetings; Cal Fire dispatch services will be effective on March 2018; the Board of Supervisors and the Agencies agreed to the

Fire Chief's use of Red Net with the Sheriff's Office using Lake North (the Fire Districts will assist the Sheriff's Office with implementation); the Chief attended the City Marijuana Ordinance meeting and will be working with the City on the City Hazard Mitigation Plan; the Martin Street project has now been changed from a secondary senior apartment complex to a low income housing project; the District is working on upcoming trainings of condemned residences; the District is trying to locate a business that will test the asbestos in the potential training burns; the Chief attended the Santa Rosa Junior College Intern Recruitment Fair; (it is now required for graduates from the FF1 academy to intern at a Fire Station for one year); the Recruitment Fair resulted in over a dozen Firefighters that showed interest in working for Lakeport Fire; the Chief has been reviewing the District's capital assets and future equipment replacement; Lakeport Fire employees met at Sterling Shores Mobile Home Park on a Saturday and assisted the residents with smoke alarm maintenance/replacement; THE Blood Drive is scheduled for Dec. 16th and Captain Bob Ray announced that his retirement date is Dec. 31, 2017; a retirement party will be on Dec. 30th at Station 50.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported the GEMT Fiscal Year 2016-2017 Cost Report has been completed and submitted; the Ambulance Memberships are up to 174 members; there has been numerous refund requests from HSI which is very time consuming; she has been busy with the change of ambulance billing companies, the review for accuracy of the Account Activity, Resolutions, Bob Rays' retirement; paperwork for new hires; the Sulphur Fire Revenue was received and Paul Bergem received the Firefighter of the Year at the Annual Appreciation Dinner.

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

VOLUNTEER FIREFIGHTER'S REPORT: There was no report given by the Volunteers.

OLD BUSINESS:

Report and discussion on the possibility of adding a measure on the ballot to increase the unit of benefit fees in the District: Chief Hutchison reported he has been reviewing ballot measure and the District's options; information will be verified with the County Auditor Controller; Northshore Fire Protection District will have the tax increase measure on the ballot, April 2018; they are using the same units of benefits fee amount as Lake Co. Fire Protection District; a simplified way is the "Flat Parcel Tax" which would not confuse the public and would be straight forward/transparent and easier to administer; the Upland Tax Rule would require a percentage of voters preliminary approval before being put on the ballot and then only 50% voter approval is required to pass the measure; Proposition 218 requires a 2/3 's voter approval if put on by the governing body.

NEW BUSINESS:

Discussion and possible action on Board approval of Resolution 1718-3; Resolution 1718-03 is to move revenue in the amount of \$20,328.06 from the Reserve Acct. 392.25.00 to Expenditure Account 52.10 (Other Charges-contributions to non-county Governmental Agencies) for fiscal year 16-17 IGT participation balance of contributions: Chief Hutchison discussed with the Board that eventually the IGT/GEMT Programs will be dissolved due to being convoluted and different rules are required for different states; he also reported the money received from the two programs is not used or budgeted for wages; Resolution 1718-03 is to move revenue in the amount of \$20,328.06 from the Unreserved/Designated Medical Services and Equipment Acct. 392.25.00 to the Expenditure Account 52.10 (Other Charges-contributions to non-county Governmental Agencies) for fiscal year 16-17 IGT participation balance of contributions; a motion was made by Director Mills to approve Resolution 1718-03 with a second to the motion by Director Williams the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Resolution 1718-04; Resolution 1718-4 is to move unanticipated revenue from the Minerva Fire (8/3-10/2017) \$9,716.34 & the Partrick Fire (10/8-10/2017) \$6,832.41 which equal a total of \$16,548.75 to expenditure accounts and into the Unreserved-Designated Equipment Reserve: Chief Hutchison reported Resolution 1718-04 is to move unanticipated revenue from the Minerva and Partrick Fire into

appropriate accounts to cover for the personnel wage expense and to place the balance in Unreserved-Designated Equipment Reserve; a motion was made by Vice Chairman Whipple with a second to the motion by Director Mills to approve Resolution 1718-04; the motion was passed by the Board Members and the reading was waived.

Report, discussion and possible action on the Other Post Employee Benefit (OPEB) liability to the District: The Chief discussed with the Board the GASB 45 which is an actuarial summary of the Other Post Employee Benefit liability (OPEB) to the District; the Chief mentioned the "pay as you go" is the most affordable for the District; the District's OPEB costs in the future will rise due to upcoming retirements; a motion was made by Director Williams with a second to the motion by Director Davidson so follow the "pay as you go" option for the District's OPEB liability; the motion was passed unanimously by the Board and the reading was waived.

OTHER BUSINESS:

AGENDA ITEMS FOR THE JAN. 9, 2018 REGULAR MEETING:

- a) Report and discussion on the District being placed on the ballot for voter approval of a Direct Charge increase in the County.
- b) Closed Session- represented employees labor negotiations.
- c) Resolution to move unanticipated revenue from the Sulphur Fire to Expenditure and Reserve Accounts

CLOSED SESSION:

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

- a) Unrepresented employee: Chief Hutchison – annual performance review

Chairman Whitehead adjourned to a Closed 6:15 and reconvened the Regular Meeting at 6:20 p.m.

Action Taken from the Closed Session: The Chief's Annual Performance Review was approved by the Board; a motion was made by Director Davidson with a second to the motion by Director Mills approving the Chief's review; the motion was passed unanimously by the Board and the reading was waived.

ADJOURNMENT: The Meeting was adjourned at 6:24 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT