

LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF Dec. 13, 2016

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

Pledge of Allegiance:

Roll Call: Present—Chairman Whitehead, Vice Chairman Whipple, Directors Williams, Mills and Director Davidson.

AGENDA, CLAIMS AND MINUTES: The Dec. 13, 2016 agenda and claims were approved as submitted; the minutes of Nov. 8, 2016 Regular Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant read a thank you note from a young child thanking Lakeport Fire personnel for the great job they do.

CHIEF'S REPORT: The Chief reported he has been attending numerous meetings; one was in Dublin for a Region 2 OES meeting, an Every 15 Minutes Meeting and meetings regarding Reach/AMR issues; he reported the District completed a fire extinguisher training at 55 1st Street recently; the annual Blood Drive is scheduled to be held at Station 50 on Dec. 17th; there have been numerous false alarms at the Courthouse and two invoices have been sent to cover staff/equipment time incurred by these multiple false alarms (Resolution 0203-03); there is an interested buyer for the surplused 1987 Pierce E5211 and there has been no recent interest on the ambulance; the Chief reported he is working with the LAFCO attorney on some questions he has on how the County of Lake is applying the Cities Direct Charges for the District; the amount of revenue the District is receiving for City Direct Charges (the Unit Cost/CPI % increase is in question); another question is the amount of revenue the District receives on City property taxes (Agreement for Annexation dated Jan. 26th, 2004 = 38.935% after ERAF); IGT funds are expected approximately on Dec. 23rd.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she attended the FLSA Class in Mesa, AZ on Dec. 6, 7 & 8; it was very informative and minimal changes will be made to meet the FLSA requirements; the Reach/Lakeport Fire Ambulance/Air Memberships are now up to 164 and there has been very positive feedback from the community; the teeter for 2015 was 452,705.08 and for 2016 is 459,754.83; the Chief and she will be attending a CalPERS class in Walnut Grove on Jan. 11th to keep up with the recent contribution reporting requirements; a shelf was built in the safe by FF, Andrew Bergem, Dan Kane and Brandon Morin for records; the office was recently painted with help from various staff; Holiday Pay was included with the 11/16-30/16 payroll and the annual toy wrapping is scheduled for Dec. 14th.

BOARD OF DIRECTORS REPORT: There was no report from the Board.

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

OLD BUSINESS:

Apparatus status: Chief Hutchison reported there was no change on Engine 5011 and IGT revenue may be able to be used to complete outfitting the Engine.

NEW BUSINESS:

Report and discussion on including CalPERS Military Service Employer contribution/service credit option to Lakeport Fire's CalPERS contract: GC.Section 20997: Chief Hutchison reported there is an option to include a CalPERS Military service employer contribution/service credit option to the District's CalPERS contract; this employee option would allow buying up to 4 ½ years of service credit, it would give more time in the system but would not increase the retirement date; a motion was made to approve the option to be included in the CalPERS contract by Director Mills with a second to the motion by Director Williams; the motion was unanimously approved by the Board and the reading was waived.

Board approval on Lakeport Fire's Safety and Non Safety Pay Scales: Chief Hutchison discussed with the Board the pay scales included in their packet for Board review and approval (Limited Term, Fulltime, Fire Chief and Administrative Assistant pay scales) ; the auditor has requested Board Approval signature and documentation on the pay scales of employees; a motion was made by Director Davidson with a second to the motion by Director Williams to approved the Limited Term, Fulltime, Adm. Assistant and Fire Chief's pay scales; the motion was approved unanimously by the Board and the reading was waived.

OTHER BUSINESS: Chairman Whitehead mentioned negotiations were approaching; after discussion the negotiators agreed upon would be Director Williams and Davidson with the Chief being present during negotiations.

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on the Final 2015- 2016 Audit.
- b) Report and discussion on the status of IGT funds.
- c) Administer Oath of Office to Board Members.

CLOSED SESSION:

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

- a) Unrepresented employee: Fire Chief
Annual performance review and potential pay increase

The Regular Meeting was closed at 5:25 and reopened at 5:55.

Action Taken from the Closed Session: The Chief's performance was reviewed and a motion was made to approve a Step increase for Chief Hutchison from Step E (7815.57) to Step F (8206.35) by Vice Chairman Whipple with a second to the motion by Director Williams the motion was passed unanimously by the Board.

ADJOURNMENT: The Meeting was adjourned at 5:58 p.m.

Chairman, John Whitehead


Respectfully submitted,



Linda K. Buckner
Administrative Assistant