

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF FEB. 13, 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 and Mills were present; Director Davidson was absent.

AGENDA, CLAIMS AND MINUTES: The Feb. 13, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of Jan. 9, 2018 were 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 Mendocino College Foundation; the College was appreciative of the use of the BBQ for their annual welcome week lunch; a note was read from a patient thanking the medic and EMT that responded to her emergency call and for their professional/caring service; a donation from a citizen was also shared with the Board.

CHIEF'S REPORT: Chief Hutchison reported that meetings regarding the change of dispatch services on March 1, 2018 has intensified; there is a meeting scheduled with the County of Lake on the final agreement and the use of Red Net; Sutter Lakeside Hospital is interested in discussing patient transport issues and evaluating LEMSA; the Fire Chief's have expressed not being satisfied with North Coast EMS' services; the District's new ambulance billing company (Novato Fire) has recently made some personnel changes and may be eliminating their outside billing services; the Chief and Administrative Assistant are exploring billing company possibilities if Novato Fire discontinues the agreement with Lakeport Fire; Lakeport Fire's hosted Blood Drive was successful with 53 units of Blood donated; the surplused Haz Mat Ford was sold for 4,000.00 on 1/18/18.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported the she has been busy with payroll and CalPERS changes due to the finalized negotiations, burn permits and the AirMed/Lakeport Fire memberships continue to be acquired; she has been organizing and improving personnel folders; an annual OSHA report was completed and posted; currently she is working on a State Compensation report required by the State Controller's Office and a NFPA report.

BOARD OF DIRECTOR'S REPORT: Chairman Whitehead reported Director Davidson recently had knee surgery.

VOLUNTEER FIREFIGHTER'S REPORT: Firefighter Brandon Morin reported the academy is going along smoothly with 7 new recruits participating; the Academy has been 5 weekends, 8 hours a day and has consisted of a written test, physical fitness, and manipulative skills; Chief Hutchison mentioned the academy has been successful due to the dedication and planning of Jordan Mills, Brandon Morin, Andrew Bergem and Paul Bergem and a big thank you to those individuals; the Board members present welcomed the new 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 continues to research measure

placement on the ballot; the County of Lake Registrar of Voters was not aware of the annexation and the recent Direct Charge amount per unit change in the City; the Chief continues to work on the logistics of the measure; due to the annexation a "mail only" ballot measure is not permitted; this project is lengthy and having it on the ballot for this Nov. would be difficult; the Chief will continue to research the ballot measure.

NEW BUSINESS:

Report, discussion and possible action on Resolution 1718-07; Resolution 1718-07 is to move unanticipated revenue from the Helena Incident (9/4-24/2017) \$25,662.72 to expenditure accounts and into the Unreserved-Designated Equipment Reserve: Chief Hutchison reported this is a standard resolution which moves revenue funds received from the Helena Incident (25,662.72) to an expenditure account to cover wages and to move the balance of funds to Equipment Reserves; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1718-07; the motion was passed unanimously by the four Board members present (Director Davidson was absent) and the reading was waived.

Report, discussion and possible action on Resolution 1718-08: Resolution 1718-08 is to move unanticipated revenue (4,000.00 Sale of Ford Haz Mat) from the Sales of Fixed Assets Revenue Acct. (79.60) to an Expenditure Account for the purchase of Motorola vehicular modems: Chief Hutchison reported the Ford Haz Mat was sold for \$4,000.00 and Resolution 1718-08 would move those funds from a Revenue Account to an Expenditure Account (28.48) for the purchase of vehicular modems; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1718-08; the motion was passed unanimously by the four Board Members present; the reading was waived.

Report, discussion and possible action on the annual Finley Building rent increase to the Gleaners: Chief Hutchison reported to the Board that this is a discussion regarding the Finley annual building rent increase of 10%; the rent is currently \$279.51 and with a 10% increase would be 307.46; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve the 10% increase effective April 2018, the motion was passed unanimously by the four Board members present (Director Davidson was absent) and the reading was waived.

Report and updated information on final the negotiations agreement between Lakeport Fire Protection District's Professional Firefighters and Lakeport Fire Protection District: Chief Hutchison reported that negotiations are finalized and complete between the Professional Firefighters and Lakeport Fire Protection District; the 3% CPI increase was agreed upon and will be effective on the first pay period of Feb. 2018; also mentioned is that the PERB complaint has been dropped.

Board approval on Lakeport Fire's Safety Pay Scale: Chief Hutchison discussed with the Board Lakeport Fire's Safety Pay Scale (effective Feb. 1, 2018); the purpose of this is for the Board's review of the figures that show the recent results of negotiations (3% CPI increased on base pay); a motion was made by Director Mills with a second to the motion by Vice Chairman Whipple to approve the Feb. 1, 2018 "Safety" Pay Scale; the motion was approved unanimously by the four Board members present (Director Davidson was absent) and the reading was waived.

Report and discussion on the future of Station 50's building/location and needed station repairs: Chief Hutchison discussed with the Board Station 50's building conditions; the roof needs replacement; one quote was for \$87,000.00; the carpet needs to be removed in the "pink room"; removal of the flooring and to replace the tile would cost approximately \$4,200.00; the Chief met with City Manager Margaret Silveira to discuss the building conditions; the City was open to partner with the District to extensively remodel Station 50; during the remodeling Station #52 may be a possibility to use; Vice Chairman Whipple mentioned he would like to see Station #52's current remodeling completed by June 30, 2018.

Report, discussion and possible action on approval of the addition of policies and

procedures (Policy 200, 201, & 202) for the Board of Directors: Chief Hutchison reported Golden State Risk Management recommends District Board policies; a "draft" was shared; Chairman Whitehead agreed it would be a good idea to have policies in place; Vice Chairmen Whipple was in approval of the "draft" policy; Chairman Whitehead would like more time to review the "draft" and review comparisons; discussion was made resulting in the Board agreeing to get a committee together to work on Board policies.

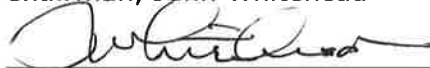
OTHER BUSINESS: Chairman Whitehead mentioned the rental agreement with the County/Sheriff's Office; Chief Hutchison mentioned it would be \$3,700.00 a year per District; also mentioned was that the tones will remain the same and Cal Fire has strict radio scripts to follow.

AGENDA ITEMS FOR THE March 13, 2018 REGULAR MEETING:

- a) Report and discussion on the District placing a County Direct Charge increase measure on the ballot for voter approval.
- b) Report and discussion on Cal Fire's dispatch services as of March 1, 2018 for Lake County Fire Districts.
- c) Report, discussion and possible action on Lakeport Fire Board of Directors policies.
- d) Report and discussion on the future of Station 50's building/location and needed station repairs.

ADJOURNMENT: The Meeting was adjourned at 5:38 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT