

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF JULY 11, 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.

PUBLIC HEARING: 5:05 P.M.

SECOND READING OF ORDINANCE 1617-01- ESTABLISHING A UNIFORM SCHEDULE OF FEES FOR THE USE OF PERSONNEL AND/OR EQUIPMENT: Chief Hutchison informed the Board to adopt Ordinance 1617-01 a second reading is required; the changes from the previous Uniform Schedule of Fees (Ordinance 1415-01) was an increase in the hourly ambulance rate from \$70.00 to \$100.00 dollars an hour and to increase the internship fee from \$700.00 to \$1000.00; Vice Chairman Whipple inquired about the District's responsibilities regarding hydrants; a motion was made by Director Davidson with a second to the motion by Director Williams to approve Ordinance 1617-01; the reading was waived and the motion was passed unanimously by the Board.

AGENDA, CLAIMS AND MINUTES: The July 11, 2017 agenda and claims were approved as submitted; the minutes of May 9, 2017 and June 13, 2017 Regular Meeting and the June 15, 2017 Special Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board a photo in the Lake Co. Record Bee of Lakeport Fire's participation in the Memorial Day parade, a thank you note from the Lake Co. Office of Education was received thanking the District for participating in the workability program which allows high school students to spend time at the Station and acquire work experience.

CHIEF'S REPORT: Chief Hutchison reported he has attended approximately 16 meetings/events: fireworks vendor meeting, Red Cross Smoke Detector Program, County Vegetation Ordinance Meeting, SRA workshop in Saint Helena, Tribal Olympics event; Matt Black Memorial Service at the Hartley Cemetery; he met with Jerry Hendricks and went into the Cow Mountain area for wildland fire planning/preparation, Coffee with a Cop event; the Chief has been reviewing closely the structural deficit of the Budget; the District recently implemented using gas cards from Robinson Oil which is a substantial fuel cost savings and tracks fuel usage by equipment/personnel; the District received a check for \$4400.00 from Golden State Risk Management for participating in the Loss Prevention Plan; the Chief mentioned at the next meeting he would like to invite and recognize a local grocery checker from Brunos that performed CPR and saved the man's life in the Bruno's parking lot.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been very busy cleaning out folders from fiscal year 16-17 and bringing in the new fiscal year with new worksheets and folders; weed abatement notifications continue; she has updated the website which will continue as time permits; Cal PERS is requiring payment by Electronic Funds Transfer which has been a new process to implement but is now running smoothly; a report was recently completed for

the VFIS Length of Service Program.

BOARD OF DIRECTOR'S REPORT: There was no report given.

VOLUNTEER FIREFIGHTER'S REPORT: Volunteer FF President Jordan Mills mentioned the Volunteer Firefighters Assoc. purchased 1¾ attack lines and nozzles for the Engine 5011.

OLD BUSINESS: There was no "Old Business" to report.

NEW BUSINESS:

Nomination of Chairman and Vice Chairman to the Lakeport Fire Protection District's Board for the Fiscal Year 2017-2018: Chief Hutchison reported to the Board it is an annual fiscal year requirement to nominate and vote for the Chairman and Vice Chairman position on Lakeport Fire's Board of Directors; Director Williams mentioned he would like to keep and re-appoint the existing Chairman and Vice Chairman for Fiscal Year 2017-2018; a motion was made by Director Davidson with a second to the motion by Director Mills to re-appoint John Whitehead as the Chairman of the Board and Bill Whipple as the Vice Chairman of the Board for fiscal year 2017-2018; the motion was passed unanimously by the Board.

Report, discussion and possible action on the District supporting the Fire Chief's recommendation to move dispatch services from the Sheriff's Office to Cal Fire: Chief Hutchison reported to the Board his recommendation as Fire Chief to move from the current dispatch service to Cal Fire; the Chief needed the Boards approval and vote on record to progress with a change of dispatch services; Vice Chairman Bill Whipple wanted the Chief to explain the reasons that have lead up to the proposed change of dispatch services; the Chief listed reasons: the Sheriff's Office failure to live up to the contract; ignoring the needs of the Fire District in fire dispatch services; dispatch operators not receiving the necessary fire related dispatch training despite the Fire Chief's Assoc. offered to use Homeland Security Grant Funds to cover the training expense; there is no dedicated fire dispatcher; more discussion was on frequency issues if moving services to Cal Fire; Chairman Whitehead mentioned the Fire Districts have complained about dispatch services for 40 years and he hears mistakes daily; Vice Chairman Whipple inquired what the cost difference would be which Chief Hutchison said would be a 20% increase or less depending on Cal Fire staffing costs; if approved the projected change of services is Jan 1, 2018; Director Davidson remarked that the District and Board are responsible to protect life and property which requires quality dispatch services; a motion was made by Director Davidson with a second to the motion by Director Williams to support Chief Hutchison's recommendation to proceed with changing dispatch services to Cal Fire; the motion was unanimously approved by the Board.

Report, discussion and possible action on amendment to the current dispatch agreement offered by the County of Lake: Chief Hutchison discussed with the Board that the Board of Supervisors has notified the Fire Chiefs that they can't terminate the Dispatch Agreement and an amendment would need to be made; Chief Hutchison recommended to have the Board consider this; Chairman Whitehead suggested to table it for now; it was also advised by the Fire Chief's attorney to wait on the amendment; Director Mills suggested a document showing the Chief's reasons for leaving the Sherriff's Office Dispatch services; Chairman Whitehead concluded the discussion and to table this item for 90 days.

Report and discussion on the weed abatement progress in the City and County: Chief Hutchison reported the City weed abatement notification process is running smoothly; the County does not have an effective mechanism in place to deal with weed abatement issues but is working on a vegetation abatement ordinance and is using Tehama Counties ordinance as a guideline; Vice Chairman Whipple mentioned the resources are scarce to get abatement completed; a Countywide Code implementation is also being discussed to enforce weed abatement.

Report, discussion and possible action on a joint part time shift firefighter recruitment with Northshore Fire and a modification to the pay scale for part time shift firefighters: Chief Hutchison mentioned Lakeport Fire and Northshore Fire are the only two Districts using part-time shift firefighters; the Chief presented the idea of sharing the recruitment process/cost of background checks and to implement the hourly wage scale that Northshore Fire is currently using; Lakeport Fire's Shift FF's are paid \$15.00 an hour, Northshore Fire pays according to certification/licenses (hourly wages= \$13.00 - \$17.00 an hour); the recruitment of FF's would only be shared, the hiring process would be a separate process; a motion was made by Director Williams with a second to the motion by Vice Chairman Whipple to modify the pay scale of part-time shift FF's to match Northshore Fire's pay scale and to share the recruitment process with Northshore.

OTHER BUSINESS: There was no other business.

AGENDA ITEMS FOR NEXT MEETING:

- a) Fiscal Year 2017-2018 Final Budget approval
- b) Report and discussion on the District moving dispatch services to Cal Fire.
- c) Report and discussion on weed abatement progress in the City and County.

CLOSED SESSION:

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

- a) Represented employees

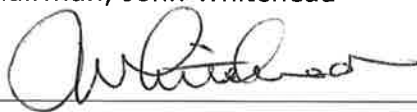
Chairman Whitehead adjourned to a Closed Session 5:50 and reconvened the Regular Meeting at 6:05 p.m.

Action Taken from the Closed Session:

There was no action taken in the Closed Session

ADJOURNMENT: The Meeting was adjourned at 6:06 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT