

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

AGENDA, CLAIMS AND MINUTES: The March 13, 2018 agenda and claims were approved as submitted; the Jan. 16, 2018 Special Meeting Minutes and the Feb. 13, 2018 Regular Minutes 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 card that was sent by a patient and his wife thanking the District and staff for helping them during a medical emergency and transport; the Administrative Assistant shared articles in Lakco News and the Record Bee on the Volunteer Academy and Graduation.

CHIEF'S REPORT: Chief Hutchison reported that he has been attending meetings; he announced dispatch services with Cal Fire was started on March 1, 2018; there are a few hiccups to work out but weekly conferences are being held to work out the issues; the closest District dispatched has resulted in Northshore Fire responding to Robin Hill for medical/fire 911 calls; staffing Station 52 in the future would correct this issue; adjustments will be made to improve as issues come up; Chief Hutchison and Captain Bergem attended a class in Ukiah on Statutes and Regulations; changes will be made to implement some of the classes information; the Chief and his wife, Laurie represented Lakeport Fire at Career Day and answered students questions about going into the Fire/EMS profession; numerous young adults showed interest and may look into becoming a Lakeport Fire Volunteer; the Chief continues to work on and update the policies; the Chief and Administrative Assistant attended a meeting with Community Development Dept. Director, Kevin Ingram on weed abatement notification, follow up and consequences of noncompliance by property owners; changing the weed abatement deadline to June 1st each year is being pursued; the new volunteers graduation ceremony was successful and well attended; Golden State Risk Management accredited program has been completed and the District's expense will be reduced 7-10%; the Captain/Paramedic job description has been completed and will be posted on the District's web page and numerous employment opportunity sites.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported that fulltime FF/Paramedic Hernandez's last day was on March 7, 2018 and she has been busy finalizing the necessary paperwork; she participated in a phone conference with the company Systems Design which does ambulance billing; the 5 Fire District's training on the Win Cam financial software is being scheduled; the County of Lake Account Activity Report has been checked for accuracy; some ambulance/Reach memberships continue to come in; the 2016-2017 IGT funds were wired on 3/8/18; she has been working with FF/Paramedic Spencer Johnson on getting the staff CPR re-certified and numerous subpoenas and records requests have been received and the requests have been answered.

BOARD OF DIRECTOR'S REPORT: Director Mills commended the staff involved in the Volunteer Academy for their dedication and hard work; the academy was very successful; Director Davidson said the young enthusiastic volunteers are very refreshing and good for the District's morale.

VOLUNTEER FIREFIGHTER'S REPORT: Firefighter Brandon Morin thanked the Board for their support of the Volunteer Academy and he appreciated the Boards feedback; he mentioned there are 3 more new recruits since the latest academy and putting on a yearly academy will be discussed; at this time there are approx. 22 Lakeport Fire Volunteers; about 11 of them are active; some of the Volunteers are spending the night and obtaining experience on nighttime 911 calls.

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 there has not been any advancement on this topic; he is waiting for a response from the County on some questions that have surfaced; the Chief will follow up with the County of Lake.

NEW BUSINESS:

Discussion and possible action on Resolution 1718-09 the annual re-adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance: Chief Hutchison explained Resolution 1718-09 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2017-2018 in the District; a motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple to approve Resolution 1718-09; the motion was unanimously approved by the 4 present Board members and the reading was waived (Director Williams was absent).

Discussion and possible action on Resolution 1718-10 the annual re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance: Chief Hutchison explained Resolution 1718-10 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2017-2018 in the City; a motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple to approve Resolution 1718-10; the motion was unanimously approved by the 4 present Board members and the reading was waived (Director Williams was absent).

Report and discussion on the future of Station 50's building/location and needed station repairs: Chief Hutchison reported nothing has moved forward due to expenses; the Chief mentioned he was looking into the possibility of adding a washing machine at Station 50 to keep the uniforms separate of the extraction process (contaminated items); accomplishing this would be difficult due to establishing a drain location; the "pink" room flooring removal/replacement is being worked on; revenue for that project would have to come out of Building Reserve Funds.

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 provided to the Board updated copies of Policies 200, 201 and 202; Director Whitehead and Director Davidson requested some more time to review the updated policies; the policies will be discussed at the April Board meeting.

Report and discussion on the Final Fiscal Year 16-17 Audit: Chief Hutchison reported the Audit for fiscal year 16-17 has been completed by Smith and Newell CPA's; there were no recommendations; Director Mills mentioned having a commendation put in the Chief's and Administrative Assistant's personnel folder recognizing them for a "job well done".

Report, discussion and possible action on an appearance policy for District personnel:

Chief Hutchison reported Policy 628 is a policy to set standards and expectations on staff appearance/uniforms etc...; a motion was made by Vice Chairman Whipple to approve Policy 628 with a second to the motion by Director Mills; the motion was unanimously approved by the 4 present Board members and the reading was waived (Director Williams was absent).

Report, discussion and possible action of the lease/purchase of radios: Chief Hutchison reported the District's portable radio condition is inadequate; the current radios are not Firefighter friendly; new Motorola radios are available through a lease/purchase option and they have been tested and approved by staff; the lease would be for 11 radios at \$5,000.00 a year starting in the 2017/2018 fiscal year; a motion was made by Director Mills with a second to the motion by Director Davidson to approve the lease/purchase of 11 Motorola Radios for 5,000.00 a year, for 5-6 years; the motion was unanimously approved by the 4 present Board members and the reading was waived (Director Williams was absent).

Report, discussion and possible action on the District considering changing ambulance billing services due to the current billing services instability (Novato Fire): Chief Hutchison reported Novato Fire could be possibly discontinuing their ambulance billing services due to a change in administration and direction of their Fire District; Lakeport Fire will be notified of their status in April; due to the instability of Novato ambulance billing the Chief suggested to the Board considering moving to another more reliable company; companies have been researched and Systems Design West has excellent recommendations, 200 clients, few refunds, they bill at a flat fee of \$24.00 a call; and were impressive during a phone conference interview between Northshore Fire District and Lakeport Fire; the Board directed Chief Hutchison to pursue changing billing companies from Novato Fire to Systems Design West.

OTHER BUSINESS: There was no "Other Business" to report.

AGENDA ITEMS FOR THE April 10, 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, discussion and possible action on Lakeport Fire Board of Directors policies.
- c) Report and discussion on the future of Station 50's building/location and needed station repairs.
- d) Report, discussion and possible action on the progress of changing ambulance billing companies.

ADJOURNMENT: The Meeting was adjourned at 5:55 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT