

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF MARCH 14, 2017**

**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, Director Davidson and Director Mills.

**AGENDA, CLAIMS AND MINUTES:** The March 14, 2017 agenda and claims were approved as submitted; the minutes of Feb. 14, 2017 Regular Meeting were approved as submitted.

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

**CORRESPONDENCE:** There was no correspondence to share.

**CHIEF'S REPORT:** Chief Hutchison reported he has been attending numerous meetings; several of the meetings were the City of Lakeport Emergency Operations of which the Chief was the Fire Rescue Operations representative, the Chief also commented that Lakeport Fire assisted the City with the set up of K Rails during the recent flooding at Library Park; the Chief has been coordinating with Red Cross the use of Station 52 as the local assistance center for citizens affected by the flooding; the Chief and selected staff have been meeting to review new Patient Care Reporting Programs; the Chief and his wife Laurie attended the High School, Middle School and Elementary Schools Career Days Events which was very well received by the students; the Ladder Truck was taken over to Northshore Fire to familiarize their District with its operations; there has been a decline in ambulance revenue, a lot of the revenue drop is following national trends, Affordable Care Act, Medi-Cal's low reimbursement amount, older people transitioning from commercial payers to Medicare, Commercial Ins. which is slow paying and delays payments and call volume are reasons for the decrease in revenue; the Chief and other interested staff will be sitting in on a webinar to learn more about charting requirements so documentation is improved with less billing errors; the Chief has been studying the upcoming budget figures; one of the Districts Fulltime Firefighters is out on an extended Work Comp and his return is unknown at this time (this is a continuation of a previous Work Comp claim); it will be 3-6 months or longer to know the outcome of the Firefighter's condition and it is highly possible that the FF not may not return to work; the claim year will begin on the original claim date and will be considered "4850" time (guaranteed pay and benefits) for one year; the District can fill the position; the Chief is considering appointing a Limited Term position to a Fulltime position.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been working on the State Controller's Report that is due in April and an annual NFPA report she just completed; the District recently changed oxygen companies which has been a process; the Account Activity report has been checked for accuracy and ambulance billing PCR corrections and tracking continues to be a time consuming but necessary.

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

**VOLUNTEER FIREFIGHTER'S REPORT:** There was no Volunteer report given.

## **OLD BUSINESS:**

**Report and discussion on LAFCO's review of the County of Lake's per unit of benefit charge for the City of Lakeport:** Chief Hutchison reported he recently met with County Counsel Anita Grant, she has been reviewing Proposition 218 for compliance on this issue and said we could implement the CPI to the correct rate on the Direct Charges; she also recommended to communicate/inform this Direct Charge increase to the property owners of the City; the lost revenue since 2001 on Direct Charges can't be collected; the increase to a homeowner is \$15.90 a year; this increase will be approximately \$49,000.00 a year increase for the District.

## **NEW BUSINESS:**

**Discussion and possible action on Resolution 1617-08 Annual Re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance:** Chief Hutchison explained Resolution 1617-08 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2016-2017; a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1617-08; the motion was unanimously approved by the Board and the reading was waived.

**Discussion and possible action on Resolution 1617-09 - Annual re-adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance:** Chief Hutchison explained Resolution 1617-09 is a required yearly Resolution establishing the mitigation fee amount for fiscal year 2016-2017; a motion was made by Vice Chairman Whipple with a second to the motion by Director Mills to approve Resolution 1617-09; the motion was unanimously approved by the Board and the reading was waived.

**Report, discussion and possible action on the potential sale of the surplus 1987 Pierce Engine (5211):** Chief Hutchison reported he has been in contact with the Chief in Oakridge, OR and on the completion of the agreement will be drawn up by County Counsel and then the sale of the 1987 Pierce Engine (5211) will proceed.

**Report, discussion and possible action on the annual Finley Building rent increase to the Gleaners:** Chief Hutchison reported the yearly increase of 10% for the Finley Building rent needed to be discussed by the Board; the current rent is \$254.10 and a 10% increase would increase the rent to \$279.51 a month; a motion was made by Director Davidson with a second to the motion by Director Williams to notify the Gleaners of the 10% increase starting in April 2017; the motion was passed unanimously by the Board and the reading was waived.

**Report, discussion and possible action on the Junior Firefighter Cadet Program:** Chief Hutchison reported that in the past the District had a Cadet Volunteer Program and it was dropped due to lack of interest; during the Career Day Event the youth attending showed a lot of interest in pursuing a fire service career; the Chief explained to the Board that if the program was ran correctly it could be very valuable to the District; the Chief has an individual in mind to manage the Cadet Program and Chairman Whitehead along with the other Directors directed the Chief to pursue re-instating the Cadet Program.

**Report, discussion and possible action on establishing a policy to charge for scuba tank filling with the compressor:** Chief Hutchison there has been an increase in the public coming to the Station to fill their scuba tanks and the SCBA Compressor requires a lot of time and maintenance by staff; the Chief mentioned a charge of \$5.00 a tank could be implemented; Chairman Whitehead brought up the liability issue to the District; Director Mills and Williams was opposed the idea due to liability concerns; after further Board discussion the Board unanimously agreed tanks for the public should only be filled in special/immediate situations (Sheriff's Dept./Dive Team) and a waiver needs to be completed and Policy needs to be in place.

**OTHER BUSINESS:** The topic of Medic 5222 was discussed and Chief Hutchison advised the Board that the ambulance was placed out of service permanently for mechanical reasons and a check would be received from Golden State Risk Management in March for the towing costs and the claim against the Towing Company will continue to be pursued.

**AGENDA ITEMS FOR NEXT MEETING:**

- a) Report and discussion on the potential sale of the surplus Pierce engine.
- b) Closed Session: Negotiations

**ADJOURNMENT:** The Meeting was adjourned at 5:30 pm.

Chairman, John Whitehead



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Respectfully submitted,



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Linda K. Buckner  
Administrative Assistant