

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF MAY 8, 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, Davidson and Mills were present.

AGENDA, CLAIMS AND MINUTES: The May 8, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of April 10, 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 for the Chief's participation in the "Reach Higher" Event.

CHIEF'S REPORT: Chief Hutchison reported that he has attended numerous meetings over the month; Adventist Health is making a transition on May 22nd to a new transfer center; Chief Sapeta and Chief Hutchison will be meeting with the sister company of AMR to discuss patient transfer challenges; the Chief and Administrative Assistant met with the City to coordinate sending out weed abatement letters; the letters will be mailed out soon to get weed abatement done by property owners by the deadline of June 1, 2018; Cal Fire Conference calls continue to deal with improvements to dispatching; Chief Hutchison attended the Santa Rosa Junior College recruitment to promote new graduates as Volunteers/Interns to Lakeport Fire; the Chief attended a North Ops Coordination Drill in Redding on April 28th; the Chief and Captain Bergem met with individuals that are pursuing the cannabis processing business in the District; the Fire District requirements were outlined and discussed; the budget has been consuming a lot of time and figuring; the Chief spoke at the school Family Safety Night; Paul Bergem graduated from the Santa Rosa Fire academy on May 4th; On May 4th Lakeport Fire personnel and Directors attended the Peace Officers Memorial; the Captains position application deadline has been extended to May 31, 2018 due to receiving only one application.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported the she has been working with System Designs personnel on necessary paperwork to begin their billing for Lakeport Fire on July 1st, the weed letters will be mailed this week; the IGT 17-18 paperwork will go out tomorrow; the Administrative Assistant is working diligently to learn the Win Cam accounting software so on July 1st for fiscal year 2018-2019 it will be used for income and expense tracking; recently she met with a few of the new Volunteers to collect necessary paperwork; more job opportunity captain applications were sent to various Fire Districts for exposure.

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

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

OLD BUSINESS:

Report and discussion on the possibility of adding a measure on the ballot to financially stabilize the District: Chief Hutchison reported there is nothing to report and Item D on the Agenda will cover some information on this topic.

Report and discussion on the future of Station 50's building/location and needed station repairs: Chief Hutchison reported that there has been no advancement on this topic due to working on the Fiscal Year 18-19 budget.

Report, discussion and possible action on the District leasing new portable radios: Chief Hutchison reported the discussion of leasing new Motorola radios is back on the agenda to correct the wrong amount reported during the April 10, 2018 Board Meeting; the amount to lease 11 radios is \$46,616.16; the lease would be a 5 year lease of \$10,049.44 a year; the radios were received and returned due to having the wrong batteries; a motion was made by Director Mills with a second to the motion by Vice Chairman Whipple to lease the 11 Motorola radios for 5 years at \$10,049.44 a year; the motion was approved unanimously by the Board and the reading was waived.

NEW BUSINESS:

Report, discussion and possible action on an invitation from Lake LAFCO for the District to nominate a Board member for the position of Lake LAFCO Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Lake County: Chief Hutchison opened up the discussion stating a letter was sent inviting the nomination of a Board Member to serve as a Special District representative; the redevelopment is slowing down and would not be a huge commitment; Director Randy Williams offered to be the representative; a motion was made by Director Davidson with a second to the motion by Director Mills to nominate Director Williams to the Lake LAFCO Redevelopment Agency Oversight Board; the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Resolution 1718-12: Resolution 1718-12 is to surplus equipment (2009 Dodge Sprinter Ambulance) which is no longer functional for Emergency medical Service use: Chief Hutchison informed the Board that the Sprinter ambulance was no longer functional and an individual is interested in it for parts: a motion was made by Director Davidson with a second to the motion by Director Williams to surplus the 2009 Dodge Sprinter ambulance; the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Resolution 1718-13; This is a Resolution canceling General Reserves (\$32,000.00) & General/Unreserved-Designated Reserves (\$28,000.00) to assist with the completion of fiscal year 17-18 expenditures: Chief Hutchison reported that Resolution 1718-13 is necessary to make payroll and other District expenses for the end of Fiscal Year 17-18; Director Whipple mentioned the General Reserves seems to be getting "dwindled" down; the Chief agreed; Director Mills asked what was left in General Reserves; the Assistant replied there would be no amount left in General Reserves after Resolution 1718-13 & the Chief added that there are funds in Building, Emergency Medical Services and Equipment Reserves; Director Whipple asked if the District would be covered better in the 18-19 Budget; he mentioned it was getting ridiculous and that things needed to be looked at closer; the Chief responded Resolution 1718-13 is necessary to get the District through this Fiscal Year and money has been shuffled around in accounts before this Resolution: Director Mills commented if the funds are not available in the accounts to make payroll then there was no choice but to cancel the reserves as listed in Resolution 1718-13; a motion was made by Director Williams with a second to the motion by Director Mills; the motion was passed unanimously by the Board and the reading was waived.

Report and discussion on hiring a vendor to do a voter assessment of citizen support for a Ballot measure in Nov. to increase Direct Charges: Chief Hutchison reached out to companies that did polling of citizen support on ballot measure items; the FMS Company was very forthright with information on the process; the "ballpark" pricing was from \$21,000 to \$35,000 and at this time the Chief reported the District does not have the available funds to support that expense; Director Mills commented that he felt the citizens would see the District's need of additional revenue.

Discussion and possible adoption of the Fiscal Year 18-19 Recommended Budget: Chief Hutchison reported the Fiscal Year 18-19 recommended budget figuring was difficult and money is "tight"; the Chief stated that the current staffing is maintained in the budget; ambulance revenue has decreased and services has increased; the Captain's position is included and the Budget includes the opportunity for Volunteers to cover the Station for a small stipend; a motion was made by Director Williams with a second to the motion by Director Davidson; recommended Fiscal Year 18-19 Budget was passed unanimously by the Board.

OTHER BUSINESS:

Director Whitehead congratulated Paul Bergem on completing the Fire Academy at Santa Rosa JC; the Finley Building's roof leak and the possibility of selling the building was mentioned.

CLOSED SESSION:

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

- a) Represented employees: Labor Negotiations

Chairman Whitehead adjourned to a Closed Session at 5:35 and reconvened the Regular Meeting at 6:15 p.m.

Action Taken from the Closed Session: There was no action from the Board.

AGENDA ITEMS FOR THE June 12, 2018 REGULAR MEETING:

a) Report, discussion and possible action on the District placing a County Direct Charge increase measure on the ballot for voter approval.

b) Report, discussion and approval of the annual Appropriation Limitations Resolution.

ADJOURNMENT: The Meeting was adjourned at 6:18 pm.

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner
Administrative Assistant/EMT