

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF Nov. 10, 2015**

**CALL TO ORDER:** Chairman Whitehead called the meeting to order at 5:00 p.m.

**Roll Call:** Present—Chairman Whitehead, Vice Chairman Whipple, and Directors Williams, Mills and Davidson.

**Pledge of Allegiance:**

**AGENDA, CLAIMS AND MINUTES:** The Nov.10, 2015 agenda and claims were approved as submitted. The minutes of Oct. 13, 2015 Regular Meeting 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 Lake Co. Chief's Association for the District's participation in the annual Health Fair held at the Fairgrounds on Oct.17<sup>th</sup>; also shared were some newspaper clippings and photos of the Chief's children participating in the Pear Festival Parade and Firefighter's Andrew Bergem and Brandon Morin demonstrating vehicle extrication at the Health Fair.

**CHIEF'S REPORT:** Chief Hutchison reported he has been attending meetings with the Health Board to discuss ambulance transport issues and the Chief's Association has received the Health Boards approval to obtain legal counsel on operating rights in the County for ambulance transports; the Chief had a meeting with Veri Health to discuss with them in person ambulance transport issues and that the meeting was very informative; a meeting was attended to address the frequent use of 911 staffing by the District for patients with medical conditions that don't warrant 911 emergency response; these types of patients that require training and monitoring of their conditions so the 911 emergency system won't be used; a burn box showing "flash over" and "back draft" fire behavior was has recently completed by AAA welding for training; a Blood Drive is scheduled at Station 50 in January.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been working on completing the 2014-2015 GEMT figures/application; she and the Chief recently went "3<sup>rd</sup>" out on a 911 call to the Courthouse; the Chief had a meeting and will begin hiring a computer specialist to update and improve the District's electronic efficiency; the first project is updating the web site with various office projects to follow; the Chief and Administrative Assistant met with 2 representatives from the ambulance billing company to discuss the District's coordination of electronically sending patient reports and documents from the Image Trend Program to the billing company; this process will be accomplished in the near future.

**BOARD OF DIRECTORS REPORT:** Chairman Whitehead reported he and Directors Davidson and Whipple visited the past Fire Chief, Ken Wells who has renal cancer.

**VOLUNTEER FIREFIGHTER'S REPORT:** Firefighter Dan Kane reported the Dinner, Dance, Auction was a huge success with a profit of approximately 34,000.00.

**OLD BUSINESS:**

**Report and discussion on the District's potential participation in the Partnership Health Plan of California's Intergovernmental Transfer Program:** Chief Hutchison reported the revenue has been received, the original amount to participate in the program was \$84,778.00; by Resolution the funds will be appropriated back into the 28.48 account and the balance of funds in

the amount of 80,395.00 will be placed in a Reserve Fund; Chairman Whipple mentioned this was a good return of the District's money.

**Report and discussion on the continued meetings regarding District ambulance service and transfer issues:** Chief Hutchison reported a meeting with the Health Board resulted in their support of obtaining legal advice for the ambulance service rights of the Fire Districts in the County; a lawyer has been contacted and documents are being gathered; the Chief met with President of Veri Health, Gary Tennison; transport issues were discussed; Mr. Tennison will supply the Chief with important electronic data to determine transport staff scheduling/deficiencies etc...; the meeting was very professional/informational and Veri Health expressed they do not want to take Lake County ambulance transport business.

**Report, discussion and possible action on the District participating in an ambulance membership program with other local Fire Districts:** Chief Hutchison reported there has been no further discussion on this topic and Reach would like to attend the Next Chief's meeting on Nov. 24<sup>th</sup> to discuss the program.

## **NEW BUSINESS:**

**Report, discussion and possible action on Board Approval of "Limited Term Position" wage scale and benefits:** Chief Hutchison expressed the need for Board approval on the Wage scale/benefits for the "limited term position"; the applications close on Nov. 13<sup>th</sup>; after Board review of 2 documents showing the wage scale and benefits for different levels of qualifications a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve the 3 step Wage Scale starting at 3,000.00 a month to 3,400.00; this limited term position does not offer health insurance; the motion was approved unanimously by the Board.

**Report, discussion and possible action on possibility of an annual 10% rent increase to the Gleaners for use of the Finley building as discussed and passed by the Board at the Jan. 13, 2015 Board Meeting:** Chief Hutchison reported that as discussed in 2014; the topic of a 10% increase to the Gleaners for the Finley building is up for Board discussion; after brief Board discussion a motion was made by Director Davidson with a second to the motion by Director Williams to implement a 10% increase on Dec. 2015 and to be reviewed next Nov. 2016 ; the motion was passed unanimously by the Board.

**Report, discussion and possible action on Resolution 1516-06; a Resolution for paying and reporting the value of the CalPERS Employer Paid Member Contributions (EPMC)- (Classic Non-Safety Misc. Plan):** Chief Hutchison reported Resolution 1516-06 is necessary for the implementation of the PERS Swap for the Administrative Assistant to 2.33% as passed at the Oct. 13, 2015 Board Meeting; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams; Resolution 1516-06 was passed unanimously by the Board and the reading was waived.

**Discussion and possible action on re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance- Resolution 1516-07:** Chief Hutchison discussed with the Board the need to reauthorize the City Mitigation Resolution as done last year in November; in March when the County Mitigation Resolution is due the Chief would like to draft another City Mitigation Resolution to have them both on the same due date schedule; a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1516-07; the Resolution was passed unanimously by the Board and the reading was waived.

**e) Report, discussion and possible action on Resolution 1516-08; a Resolution to move unanticipated Revenue received from the Elk Fire (account 56.30- Other Governmental Agencies Account) to an Expenditure Account-to cover for District Equipment and Payroll expenses:** Chief Hutchison reported to the Board that Resolution 1516-08 is necessary to move the Elk Fire money to the proper payroll and equipment account to cover their expenses; a motion was made by Director Davidson with a second to the motion by Director Mills; the motion was passed unanimously by the Board and the reading was waived.

**f) Report, discussion and possible action on Resolution 1516-09; a Resolution to establish a Designated Reserve Account for the Intergovernmental Funds Unanticipated Revenue (IGT) received on Oct. 10, 2015:** Chief Hutchison reported to the Board the need to show a detailed path of IGT money and that an established Reserve Account would be a "clean path" for the money received; a motion was made by Director Mills with a second to the motion by Vice Chairman Whipple to approve Resolution 1516-09; the Resolution was passed unanimously by the Board and the reading was waived.

**g) Report, discussion and possible action on Resolution 1516-10; a Resolution to appropriate IGT Funds to a Designated/Reserve Account (unanticipated funds) and an expenditure account (28.48 Program participation expense):** Chief Hutchison reported to the Board that the IGT Funds received need to be moved to the proper accounts: (28.48 Ambulance Account & the Reserve EMS Account); a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve Resolution 1516-10; the reading was waived and the motion was passed unanimously by the Board.

**OTHER BUSINESS:** Chairman Whitehead expressed how he was impressed with Chief Hutchison meeting with other agencies to discuss the abuse of the 911 system by patients that need health training and monitoring; Director Mills asked if there were "Grants" available for Health Care assistance for these types of patients; this topic will continue to be discussed in the future; the Chief also mentioned to the Board that the "Siren" may be used once again due to the Valley Fire's communications being disabled and how a siren if in place would have helped warn people of the Valley Fire disaster.

**AGENDA ITEMS FOR NEXT MEETING**

- a) Report and discussion on the draft audit from Smith and Newell Accounting
- b) Report, discussion and possible action the District participating in an ambulance membership program with other local Fire Districts.
- c) Report, discussion and possible action on the proposal of implementing "Limited Term Staffing".

**CLOSED SESSION:**

Chairman Whitehead adjourned to a Closed Session at 6:07 pm and reconvened the Regular Meeting at 6:08 pm

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

- a) Unrepresented employee – Fire Chief compensation (COLA 2.3%)

**Action taken from the Closed Session:**

A motion was made by Director Davidson with a second to the motion by Director Williams to approve a 2.3% COLA wage increase retro back to July 16, 2015 for the Fire Chief, which would be implemented on the 11/16/15 payroll period.

**ADJOURNMENT:** The Meeting was adjourned at 6:10 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner  
Administrative Assistant