

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

**AGENDA, CLAIMS AND MINUTES:** The Nov. 14, 2017 agenda and claims were approved as submitted; the Regular Meeting minutes of Oct. 10, 2017 was 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 a local citizen for the excellent care given to her husband by Lakeport Fire; a homemade note from a child was shared; the note asked the Firefighters to stay safe and thanked them for putting out fires.

**PUBLIC HEARING: 5:05 P.M.**

**FIRST READING OF ORDINANCE 1718-01- ESTABLISHING A UNIFORM SCHEDULE OF FEES FOR THE USE OF PERSONNEL AND/OR EQUIPMENT:** Chief Hutchison reported to the Board the need to streamline some of the District's patient transport fees as recommended by the District's new billing service (Novato Fire Jan. 1, 2018); discussion on the change of fees/streamlining fees was made by the Board; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to approve the 1<sup>st</sup> reading of Ordinance 1718-01; the motion was passed by a unanimous vote; the reading was waived.

**CHIEF'S REPORT:** Chief Hutchison reported Lakeport Fire was involved in the initial attack with an engine on the Partrick Fire and had a Paramedic on the evacuations to the Sulphur Fire and an engine committed from Oct. 8th to Oct. 19th; the Heroes for Health and Safety Fair on Oct. 14<sup>th</sup> was a success and Lakeport Fire participated by doing vehicle extrication demonstration; the Dinner Dance Auction was held on Oct. 21<sup>st</sup> and was very successful with a lot of community support; the new IFT/Out of County ambulance is in service with the installation of an inverter is in progress; the Fire Station had 3 days of station tours for 6 classes of kindergarten children; the District participated in the Main Street "Trick or Treat" event; there is pre planning done in preparation of doing some control burning at the Big Valley Rancheria; a Blood Drive is scheduled for Dec. 16<sup>th</sup> at Station 50; the District has 7 new Volunteer Firefighters; a 6-8 week volunteer academy is being implemented; 2 potential part time shift firefighters will be interviewed on Nov.22<sup>nd</sup>; 1 part time shift firefighter is in the background process; discussion continues with the County on moving dispatch services and the use of "Red Net"; the Chief has been involved in weekly conference calls and meetings with Cal Fire regarding the dispatch services; Chief Beristianos has discussed the use of "Red Net" with Sheriff Martin; Dec. 5<sup>th</sup> this topic will be discussed/revisited by the Board of Supervisors; at the Veterans of Foreign Wars Dinner (VFW) EMT Debra Fricker and Firefighter Brandon Morin were recognized and awarded for their excellence.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been busy with the Medicare-Medi-Cal applications in preparation of changing ambulance billing services; she has responded to a few 911 calls; coordinating the 3 days of field trips to the station; getting information for the completion of GASB 75 by Demsey and Filliger Actuarials (OPEB- other post employee benefits); the ambulance membership applications are being received for the 2017-2018

Year; Nichole Bridges has been trained to manage the membership program due to the positive community interest and time involved; there was an employee with Lakeport Fire that experienced an exposure at a Motor Vehicle Accident; the proper paperwork with notification to Golden State Risk Management and lab work has been completed with the proper follow up on the exposure.

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

**VOLUNTEER FIREFIGHTER'S REPORT:** Volunteer President Jordan Mills reported that the Dinner, Dance Auction on Oct. 21<sup>st</sup> was a huge success and there has been a lot of new volunteer interest.

#### **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 he has been doing some research on ballot language and has been gathering data in regards of adding a measure on the ballot; Station 70 did a "stand alone" measure at the cost of \$26,000.00; they raised \$15,000.00 to help with the cost of the measure; consulting services available and their cost will be reviewed; using social media may be possible with caution due to strict regulations; Chairman Whitehead and Vice Chairman Whipple suggested meeting with Chief Sapeta of Lake County Fire to discuss the ballot measure process; the consulting firm chosen will help with following proper legal protocol on informing the public of the reason and need for the measure; doing the ballot by mail is a consideration depending on the effectiveness.

#### **NEW BUSINESS:**

**Report, discussion consideration on entering a local agreement for dispatch services with Kelseyville Fire and Cal Fire;** Chief Hutchison reported the agreement has been worked on for months and after 4 versions the legal counsel and Fire Chief's are satisfied with the agreement being presented; the agreement includes how Kelseyville Fire will be invoiced for the total amount owed to Cal Fire for all 5 District's and those districts will reimburse Kelseyville Fire; additional discussion was on the "Red Net" license ownership and upgrades; a motion was made by Director Davidson with a second to the motion by Director Williams to approve and authorize Chief Hutchison to sign the Cal Fire/Kelseyville Fire Dispatch agreement (term of Oct. 1, 2017 to June 30, 2020); the motion was passed unanimously by the Board and the reading was waived.

**Report, discussion and possible action on Resolution 1718-02; a Resolution to appropriate IGT Funds (285,911.04) to a Designated/Reserve Account (186,818.04) and the Other charges/Contributions Account (99,093.00):** Chief Hutchison reported that the IGT money has been received in the amount of \$285,911.04 for Fiscal Year 15-16 ( \$139,240.00 was sent in to participate) Resolution 1718-02 would move \$186,818.04 to the Unreserved Designated Medical Services and Equipment Account (25.00) and \$99,093.00 to the Other Charges/Contributions Expenditure Account (52.10) for the participation amount for 16-17; discussion was made about the regulations on the use of the IGT funds Chief Hutchison explained the money received can be on costs and charges and cost is unrestricted money if the money is for charges you can use the money only for Emergency Medical Services; the District has made a point to budget for the participation amount and not include in the Budget the extra unanticipated income from the program; Vice Chairman Whipple inquired if it could be used for negotiations; Chief Hutchison said he would be reluctant to use the money in that area; Chief Hutchison said you could use the money on "hard items" such as equipment (not payroll) and the 1718 Budget budgeted the participation amount; a motion to adopt Resolution 1718-02 was made by Director Mills with a second to the motion by Vice Chairman Bill Whipple; the motion was passed unanimously by the Board and the reading was waived.

**Report, discussion and potential direction from the Board regarding Lakeport Professional Firefighters Association's filing a Public Employees Relations Board (PERB) complaint:** Chief Hutchison reported to the Board that after the Closed Session the Lakeport Fire District negotiators gave their offer to the Professional Firefighters; the Professional Firefighters negotiators took it back to the "members" to discuss; on Oct. 24<sup>th</sup> the Professional Firefighter's attorney Matt

Finnegan spoke to the Chief and the "members" authorized the attorney to file a complaint with the Public Employees Relation Board (PERB) stating the District has failed to provide any bargaining unit employee with the contract increase to which each was entitled (CPI 3 ½%) and through the District's agent, Chief Hutchison has threatened employees with a loss of available work hours in the event that they pursue their rights under the Contract/MOU; the Firefighters were offended by the negotiators at the meeting; a hearing will follow as a result from the "unfair practice charge" filed by the PERB with a possible resolution being mediated; if a resolution is not made it will go to an Administrative Law Judge; an attorney to represent the District would cost \$200.00 to \$225.00 an hour; Director Williams mentioned he would like this discussion in a "Closed Session" with an attorney for the District present; the 5 Board members agreed to a "Closed Session" with an attorney present for the Dec. 12<sup>th</sup> Board Meeting; discussion was made on how to pay for this which Chief Hutchison replied it would have to come out of General Reserves; the Board directed Chief Hutchison to obtain an attorney.

**OTHER BUSINESS:** There was no "Other Business" to discuss.

**AGENDA ITEMS FOR THE DEC. 12, 2017 REGULAR MEETING:**

- a) Report and discussion on the fiscal year 2016-2017 year audit.
- b) Report and discussion on the District being placed on the ballot for voter approval of a Direct Charge increase in the County.
- c) Second Reading of the Ordinance establishing a Uniform Schedule of Fees.
- d) Closed Session- represented employees labor negotiations.

**CLOSED SESSION:**

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

- a) Unrepresented employees

Chairman Whitehead adjourned to a Closed 6:05 and reconvened the Regular Meeting at 6:10 p.m.

**Action Taken from the Closed Session:** Board discussion was made on recognizing the Administrative Assistant for being a licensed EMT and responding to 911 calls for the District; a motion was made by Director Williams with a second to the motion by Director Mills to award the Administrative Assistant a \$225.00 a month stipend starting on the Dec. 1-15, 2017 payroll period for her additional responsibilities as an EMT for the District; the motion was passed unanimously by the Board and the reading was waived.

**ADJOURNMENT:** The Meeting was adjourned at 6:14 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner  
Administrative Assistant/EMT