

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF OCT. 10, 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 Oct. 10, 2017 agenda and claims were approved as submitted; the Regular Meeting minutes of Sept. 12, 2017 was approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board a recent Record Bee article and photograph showing the Lakeport Lions Club \$1000.00 donation to Lakeport Fire for the purchase of Fire Prevention materials.

CHIEF'S REPORT: Chief Hutchison reported he has been busy with meetings: Heroes of Health & Safety Fair; the Chief and Department participated "National Walk to School" day; the used ambulance that was just purchased and will be in service after the lettering and logo is completed; the District is hosting a Kelseyville High School student intern; the implementation of CalPERS safety for the Administrative Assistant/EMT, Linda Buckner is not possible due to CalPERS Safety Retirement requires the Safety/EMT position to be the primary employment position (the Chief suggested offering a stipend instead); two more candidates are beginning the background process for the part-time shift positions; the District recently hired 3 new EMT's and 1 Paramedic for Part time IFT's; 2 new Volunteers have started with the District; Director Davidson inquired about the use of Station 52 for IFT/Shift personnel; the Chief responded it has been a slow process getting Station 52 remodeled and can only be worked on when time permits; extracting information on calls in Station 52's area to warrant shift staff staying there is difficult but is being reviewed.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been busy; Oct. 9th Audit, 16-17 GEMT (which is due Nov. 30, 2017) new hires and the paperwork involved; Medi-Cal and Medicare applications (which are necessary to move billing service to Novato Fire); payroll, and running a few 911 calls.

BOARD OF DIRECTOR'S REPORT: The Board asked a few questions about moving dispatch services to CalFire; 1) calls using CalFire will be prioritized and 2) mutual aid will be automatic on the appropriate calls.

VOLUNTEER FIREFIGHTER'S REPORT: Volunteer President Jordan Mills mentioned that the Dinner, Dance Auction is on Oct. 21st; also mentioned was that the Volunteers are very satisfied with the purchase of the hi-tech hoses and nozzles.

OLD BUSINESS:

Report and discussion on the process of Lakeport Fire changing ambulance billing services to Novato Fire; Chief Hutchison reported to the Board that the applications for Medi-Cal and Medicare have been sent out; the rate structure will be changed at Novato Fire's recommendation; an Ordinance will be on the agenda for the 1st reading at the Nov. 14, 2017 Board Meeting.

NEW BUSINESS:

Report, discussion and contract approval for Cal Fire dispatch; Chief Hutchison reported the Cal Fire agreement is out for review/legal approval; the use of Red Net is being discussed; to receive a license for a frequency (if ever needed) takes time and the FCC has to approve the license (approx. 1 year process); the Fire Districts have not given their 90 day notice yet; Director Mills inquired if there was any possibility of a District pulling out of changing dispatch services.

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 not had time to review this topic; he has watched information on the process; the cost to put a measure on the ballot will be substantial; the cost could be approximately \$20,000.00 to \$30,000.00; "sample polling" is a possibility to get an idea on how the community will react and vote on the measure; Civic Groups and the media will be contacted and informed of the measure; Director Whipple mentioned with the proper community awareness and education the citizens should support the measure; the Chief also mentioned the District would need to be careful on how the money is spent (political reform).

OTHER BUSINESS: Discussion was made about the fires in Lake, Mendocino and Sonoma County; Lakeport Fire had an engine with the Strike Team in the Yountville/Calistoga area and an engine with the Strike Team in Clearlake for the Sulphur Fire.

AGENDA ITEMS FOR THE NOV. 14, 2017 REGULAR MEETING:

- a) Report and discussion and possible contract approval for Cal Fire Dispatch;
- b) Report and discussion on the District being placed on the ballot for voter approval of a Direct Charge increase in the County.
- c) First Reading of the Ordinance establishing a Uniform Schedule of Fees.
- d) Closed Session- represented and unrepresented employees.

CLOSED SESSION:

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

- a) Represented employees

Chairman Whitehead adjourned to a Closed Session 5:45 and reconvened the Regular Meeting at 6:03 p.m.

Action Taken from the Closed Session:

There was no action taken in the Closed Session

ADJOURNMENT: The Meeting was adjourned at 6:05 pm.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner
Administrative Assistant/EMT