



# LAKEPORT FIRE PROTECTION DISTRICT

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Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

June 14, 2022, 5:00 P.M.

Lakeport Fire Protection District  
445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 5:00 PM

- A1. Pledge of Allegiance led by Captain Johnson
- A2. Roll Call

Chairman Whitehead   X   Vice-Chair Gabe   X   Director Flora   X   and Director Lucas   X  

Staff Present: Interim Chief Grebil (via Zoom), Office Assistant Fossa and Captain Johnson

B. Consent Calendar

- B1. Motion to Approve June 14, 2022, Regular Meeting Agenda (GC §54954.2)
- B2. Motion to Approve May 16, 2022, Special Meeting Minutes
- B3. Motion to approve May 10, 2022, Regular Meeting Minutes
- B4. Motion to approve May Warrants/Expenditures with CalCard details

**Director Lucas made a motion, seconded by Director Flora, to approve the Consent Calendar items as presented, with a modification to item D7 on the May 10, 2022, minutes to change the name from Director Flora to Director Lucas.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

C. Public Comment (GC §54954.3)

**None**

D. Reports – Information/Discussion

- D1. Interim Fire Chief Reports

- a. Fiscal Year to Date Budget Report
- b. Incident Log for May 2022
- c. Fleet Mileage and Hours Report (phase one) for May 2022

D2. Administration/Finance Report on GEMT Overpayments

D3. Professional Firefighters Report and Volunteer Firefighters Report presented by Captain Johnson

D4. City Council Representative's report presented by Vice-Chair Gabe.

D5. Directors Activity Reports

D6. ADHOC Safety Committee Report

- a. Email from Golden State Risk Management Authority (GSRMA) – Risk Management Accreditation Program (RMAP) – 10% premium awarded in the amount of \$17,652.00.

E. Action Items

E1. Report, discussion, and possible action regarding the appointment of a Board Clerk per H&SC§13853(b) (Fire Protection District Law)

**Director Lucas made a motion, seconded by Director Flora, to appoint Ray Lavelle as Board Clerk.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E2. Report, discussion and possible action on accepting the 2019/20 and 2020/21 Annual Written Report for Measure "M", as required by the Accountability Provisions contained in the Ordinance

**Director Flora made a motion, seconded by Vice-Chair Gabe, to accept the Measure M report.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E3. Report, discussion and possible action on updating the Signature Authorization – Special Districts Local Boards for the Auditor-Controller

**Director Lucas made a motion, seconded by Vice-Chair Gabe, to approve the Signature Authorization form.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E4. Report, discussion and possible action regarding signing the 2020/21 Audit Management's Representation Letter, Disclosure Checklist and Management's Corrective Action Plan from Smith & Newell CPAs

**Director Lucas made a motion, seconded by Director Flora, to approve and sign the 2020/21 Audit Management's Representation Letter, Disclosure Checklist and Management's Corrective Action Plan from Smith & Newell CPAs.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E5. Report, discussion and possible action on appointing Interim Fire Chief Dan Grebil as the Fire District's Negotiator to negotiate a side letter to the current Memorandum of Understanding for the purposes of including a Fire Apparatus Engineer/Fleet Maintenance Coordinator position with associated salary steps and allowances

**Director Lucas made a motion, seconded by Vice-Chair Gabe, to appoint Interim Fire Chief Dan Grebil as the Fire District's Negotiator to negotiate a side letter to the current Memorandum of Understanding for the purposes of including a Fire Apparatus Engineer/Fleet Maintenance Coordinator position with associated salary steps and allowances.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E6. Report, discussion and possible action on appointing a second Director to the Fire Chief Recruitment AdHoc Committee

**The Board provided clarification that the Ad-Hoc Committee consisted of Directors Gabe and Lucas. The Board discussed options on the recruitment of a permanent Fire Chief as well as potentially sharing a Fire Chief with a neighboring Fire District.**

E7. Report, discussion and possible action on authorizing Interim Fire Chief Dan Grebil to execute an Automatic/Mutual Aid Agreement with Lake, Colusa and Mendocino Counties local government fire agencies

**Vice-Chair Gabe made a motion, seconded by Director Flora, to authorize Interim Fire Chief Dan Grebil to execute an Automatic/Mutual Aid Agreement with Lake, Colusa and Mendocino Counties local government fire agencies**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E8. Report, discussion and possible action on adopting the Preliminary/Recommended Budget for fiscal year 2022/23 per H&SC§13890

**Director Flora made a motion, seconded by Director Lucas, to adopt the Preliminary Recommended Budget for fiscal year 2022/23, as well as to cancel, the regular board meeting currently scheduled for August 9, 2022, and to hold a publicly-noticed special meeting on August 16, 2022, to approve the final 2022/23 budget.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

E9. Report, discussion and possible action on making recommendations to the County Board of Supervisors for the vacant Director position

**The Board directed staff to contact the County Board of Supervisors to see if they had any applications for the vacant director position and, if so, to forward them to the board for review. None of the current board members had any recommendations to make regarding a new director.**

E10. Report, discussion and possible action on appointing a Board Chair and Vice-Chair for fiscal year 2022/23

**Director Flora made a motion, seconded by Director Lucas, to appoint Vice-Chair Gabe as the Board Chair for 2022/23 and to appoint Director Lucas as Board Vice-Chair for 2022/23.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

F. Request for Future Agenda Items

**None**

G. Closed Session (GC §54957.7)

**The Board went into Closed Session at 6:29 PM for the purposes listed below:**

G1. Conference with Labor Negotiator: (GC §54957.1)

Agency Designated Representative: appointed earlier this meeting

Employee Organization: Lakeport Professional Firefighters Association Teamsters  
Local #856

G2. Public Employment – Title: Fire Chief (GC §54957)

G3. Public Employment Performance Evaluation – Title: Interim Fire Chief  
(GC §54957)

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

**The Board reconvened into Open Session at 7:13 PM and reported that there was no reportable actions taken in Closed Session.**

I. Adjournment

**Director Gabe made a motion, seconded by Director Flora, to adjourn the meeting at 7:14 PM PM.**

**Ayes: Chair Whitehead, Vice-Chair Gabe, Director Flora and Director Lucas**

**Nays: None**

**Absent: None**

**Motion Passes**

Respectfully Submitted: \_\_\_\_\_

Promise Fossa, Recording Secretary

Read and Approved: \_\_\_\_\_

John Whitehead, Board Chairman