

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
SPECIAL MEETING MINUTES OF OCT. 17, 2018**

**CALL TO ORDER:** Chairman Whitehead called the meeting to order at 11:00 a.m.

***Pledge of Allegiance:***

**Roll Call:** Present—Chairman Whitehead, Vice Chairman Whipple, Director Williams and Director Davidson were present.

**The purpose of the special meeting was:**

**Discussion and possible action with Legal Counsel on the process of the District placing a County Direct Charge increase measure on the ballot for voter approval:**

Chief Hutchison explained to the Board that a phone conference was scheduled with Sigrid Asmundson which is an advisor for the District on the ballot measure; Mark Velasquez the District's attorney was present and helped the Board understand the ballot measure process along with Sigrid; the Board had documents handed out to them that explained different choices; Vice Chairman Whipple and Chairman Whitehead voiced their opinion of staying with the Units of Benefit process due to the time and cost to change to a "straight/flat fee"; a benefit assessment would require an engineering study and a tax measure would not; a consultant helps find the tax amount to charge; Sigrid said there are two options: 1) special parcel tax which would be placed on the property tax bill (an increase clause can be added) and 2) an assessment is where a consultant would determine the cost and it is expensive, complex and longer study, but passes easier; a parcel tax is by mail or polling; an assessment is typically by mail; Vice Chairman Whipple mentioned the City and District amounts need to be equal; Chief Hutchison said the measure would replace the current existing tax; a consultant can do the polling to determine if the measure would pass; Chief Hutchison said there are under 6000 parcels in the District; Mark Velasquez asked Chief Hutchison how much the Units of Benefit amount should be to get the District back where it should be; Chief Hutchison said an average cost per employee is \$116,000.00 –averaged out to \$120,000.00 per year x 14 fulltime employees = 1.69 million a year (part time staff wages are not included) which is 80% of a 2.1 million dollar budget; the balance of \$420,000 would be for service and supplies costs; \$6.00 per Unit of Benefit was mentioned by the Chief; Mark Velasquez asked Chief Hutchison if \$887,000.00 a year would make the staff self-sufficient; \$6.00 per Unit of Benefit= \$180.00 a house; if the measure passes Chief Hutchison plans splitting the 4/0 staff; 2 at Station 50 and 2 at Station 52; the Chief would be more comfortable with \$6.50 to \$7.00 per unit of benefit but the citizens may not accept that amount; the Chief mentioned his goal is to have the duty staff financed by what they do; a consultant will help poll the citizens on what they would be comfortable with; Sigrid felt the best option for the District would be an "all mail" election May 7, 2019 and the documents would need to be to the Registrar of Voters by February 2019; the cost from the County Registrar of Voters would be about \$30,000.00 for everything; a tax consultant would cost about \$15,000.00 to \$30,000.00 plus attorney's fees; Mark Velasquez's firm, Best, Best and Krieger will do the Resolutions needed for the Ballot Measure; the consultant will do the

polling; the pre-ballot measure expenses can be paid out of the designated reserve funds; once the measure is a certified ballot measure the District can't pay for ballot expenses; Mark Velasquez asked how much was left in Reserves to pay for the measure; Chief Hutchison said theoretically there is about \$50,000.00; Chief said some of the reserves were used to balance the budget and there are some reserves in equipment reserves that can be used; 2 motions would be necessary to move forward; 1) a vote to state the Board is going forward with the ballot measure and 2) a motion by the Board to use reserves to pay for the pre ballot measure expenses; discussion was made with Mark Velasquez on his recommendation of a consultant; Vice Chairman Whipple mentioned the City felt the polling was very important; Mark Velasquez stated the Board can give the Chief the authority to select a consultant;

1) A motion was made by Vice Chairman Whipple to authorize the expense of available reserves up to \$40,000.00 for the retaining of a tax consultant and polling consultant for the anticipated district wide special parcel tax measure; a second to the motion was by Director Williams; the motion was passed unanimously by the Board.

2) A motion was made by Vice Chairman Whipple to authorize Chief Hutchison with consultation of the District's counsel to select and approve a tax consultant and polling consultant; a second to the motion was by Director Davidson; the motion was passed unanimously by the Board.

**ADJOURNMENT:** The Meeting was adjourned at 12:25 p.m.

Chairman, John Whitehead



Respectfully submitted,



Linda K. Buckner  
Administrative Assistant