

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF NOV. 8, 2016**

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

Pledge of Allegiance:

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

AGENDA, CLAIMS AND MINUTES: The Nov.8, 2016 agenda and claims were approved as submitted; the minutes of October 8, 2016 Regular Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant read a thank you note from Chief Willie Sapeta thanking the District for their participation and support in the Hero's of Health and Safety event held on Oct. 15th.

CHIEF'S REPORT: The Chief reported he has been attending numerous meetings: Health Fair Planning, Fire Safe Council, Supervisor Farrington regarding a better vegetation ordinance and Every 15 Minutes; the Dinner Dance Auction & Hero's of Health and Safety event on Oct. 15th was very successful; the Fire Chief's visited the Saint Helena Command Center to discuss Dispatch Services; fire extinguisher training was done for the City staff; Vice Chairman Whipple asked how long would it take to switch Dispatch services over to Cal Fire, the Chief said about 12 months (all the tones are already but all of South Lake County's Fire/EMS would need to be implemented onto Red Net's standard list.)

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been busy with the preparation of the 15-16 GEMT which is due Nov. 30th; so far the Reach/Lakeport Fire Membership is running smoothly; the AFG Grant continues not to be able to be closed due to FEMA having some issues with the "close out process"; new timecards were recently completed and personnel can access the timecard off the District's online scheduling program "Crew Sense"; two new EMT's that have recently completed necessary paperwork and will begin out of county ambulance transports; fixing errors and missing information on Patient Care Reports; 3 days of tours, (6 classes) from Lakeport Elementary students, they toured Station 50 and received valuable information from the staff along with helmets and water bottles.

BOARD OF DIRECTORS REPORT: There was no report from the Board.

VOLUNTEER FIREFIGHTER'S REPORT: Andrew Bergem reported for the Volunteers; the Dinner, Dance Auction on Oct. 15th was very profitable/successful for the Volunteers.

OLD BUSINESS:

Status update on Engine 5011: Chief Hutchison reported there was no change on Engine 5011 from October's Board Meeting; the Chief also added that Medic 5222 broke down in San Francisco and needs a new rear end; one was located for \$1600.00 and the District had to pay a towing fee and an impound fee to get the ambulance home for repair.

Report and discussion on the surplus equipment: Chief Hutchison reported that there were no real changes; an individual from Sacramento was interested in the ambulance and someone from Oregon had inquired about the pumper.

Report and discussion on the reoccurring alarm sounding at the Courthouse: Chief Hutchison reported that there has not been any recent incidents with the alarm going off at the Courthouse; a panel was going to be installed around Nov. 7th; Chairman Whitehead mentioned charging a fee for the next alarm that goes off.

NEW BUSINESS:

Report and discussion on the cleanup of Station 52: Chief Hutchison reported that as time permits staff has been working at Station 52.

Report and discussion on the Ambulance Membership Program: Chief Hutchison reported roughly 105-110 memberships had been received; only one individual has expressed the program negatively; the individual felt that the Board years ago had passed that there would be no balance billed to patients; the Chief reviewed years of District records and found no mention of anything regarding the District not billing the balance to the patient.

Report and discussion on Resolution 1617-07; a Resolution to move unanticipated revenue from the Membership Program to an expenditure account: Chief Hutchison informed the Board that this Resolution was determined not to be necessary – Resolution 1617-07 was canceled.

OTHER BUSINESS: Vice Chairman Whipple mentioned looking into an insurance company that would cover towing expenses.

AGENDA ITEMS FOR NEXT MEETING

- a) Report and discussion on repair and putting apparatus in service.
- b) Board discussion and possible action on Chief Hutchison's annual review.

CLOSED SESSION:

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

The Regular Meeting was closed at 5:20 and reopened at 5:37 with no action taken from the Closed Session.

ADJOURNMENT: The Meeting was adjourned at 5:38 p.m.

Chairman, John Whitehead

Respectfully submitted,

Linda K. Buckner
Administrative Assistant

