



Lakeport Fire Protection District

445 N. Main Street Lakeport, CA 95453 - (707) 263-4396

BOARD OF DIRECTORS' REGULAR MEETING **5:00 P.M., April 12, 2022, Lakeport Fire Station**

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. Call to Order: *Chairman Whitehead called the meeting to order at 5:00 PM.*
- A2. Pledge of Allegiance: *Captain Odell Landers led the pledge.*
- A3. Roll Call: *Chairman Whitehead, Vice-Chairman Gabe, Director Flora and Director Lucas were present. Director Deas was absent.*

B. CONSENT CALENDAR:

- B1. Motion to Approve April 12, 2022 Regular Meeting Agenda as submitted
- B2. Motion to Approve March 22, 2022 Special Meeting Minutes as submitted
- B3. Motion to approve March 8, 2022 Regular Meeting Minutes as submitted
- B4. Motion to approve March/April Warrants as submitted

GABE/FLORA MOTIONED to approve all consent calendar. **AYES:** *Chairman Whitehead, Vice-Chairman Gabe, Director Flora and Director Lucas*

C. CITIZENS' INPUT:

None.

D. COMMUNICATIONS:

- D1. Chief's Report – *Chief Thomas submitted a written report to the board with his activities since the last board meeting, related to Community Engagement, Regulatory/Governmental, Meetings and Trainings, along with Miscellaneous activities.*
- D2. Administrative Assistant/Financial Report – *Admin Lavelle gave the board a written statement of expenses through March 2022. YTD expenses are at 72% of budget through the first 9 months (75%) of the fiscal year. Admin Lavelle also reported that the Department of Healthcare Services (DHCS) has performed audits of ambulance transportation billings for the years 2010 – 2017. As a result, Lakeport Fire has had to refund \$33,502.04 in overpayments. This was an unbudgeted expense and a budget transfer was made by Chief Thomas to cover this expense. Director Flora asked Admin Lavelle to find out from DHCS what caused these overpayments and if can we expect to*

have to refund more money for the years post-2017. Lastly, Admin Lavelle reported that Lakeport Fire is responsible for returning \$23,267.66 in COVID grant money, received from Human Resources Services Administration (HRSA) in April 2020, due to a lack of reporting back to the granting agency. The Period 1 report was due in Spring 2021 and the prior admin/finance person requested an extension to September 2021. The extension was granted but the report was never sent, so HRSA is insisting the money be returned to them, despite our attempts to negotiate with them. Chairman Whitehead suggested that, if we received money for the following reporting period, Period 2, that we submit a report regarding Period 1 at the same time we report on Period 2.

- D3. Volunteer Firefighters' Association Report – *Firefighter Brandon Morin reported that a 2-day multi-agency training was held the first week of April with trainers brought in from Georgia and Missouri. In addition to Lakeport Fire professional and volunteer firefighters, attendees also came from other fire districts around the lake and even outside of county.*
- D4. Professional Firefighters' Report – *No report given*
- D5. City Council Representative's Report – *Vice-chair Gabe reported that the major topic of discussion at the City Council's latest meeting was the relaxation of zoning laws and requirements, instituted by the State of California, which supersede local zoning laws and ordinances in regard to "Granny Units" and Accessible Dwelling Units (ADUs). The relaxation of the zoning laws would allow homeowners to put ADUs on their property, regardless of the local zoning ordinances. The City of Lakeport is still trying to determine how these relaxed zoning laws will impact the city. Vice-chair Gabe also spoke about a self-appointed "transparency advocate" who has been going around the County videotaping county and city offices and employees and engaging them in negative dialogue. It was suggested that the station have signage installed indicating which areas members of the public are allowed in and which they aren't.*
- D6. Directors' Activity Reports - *No report given*
- D7. ADHOC Safety Committee Report - *Captain Jordan Mills reported that the Bauer air compressor was recently repaired. He also reported that there is a nationwide medical supply shortage, including some very basic supplies, e.g., saline bags. The districts around the county are working together, along with other first responders, to try and work out a communal solution to the shortage. All engines are currently in service, after one was out for lengthy repairs.*

TIMED ITEMS

E. REGULAR ITEM:

- E1. Swearing-in of Firefighter/EMT Shane Kieffer (Chief Thomas): *Chairman Whitehead noted that Firefighter Kieffer is now the 3rd generation of firefighters in his family. Captain Odell Landers spoke of the positive contributions that Firefighter Kieffer has made as both a volunteer and then later as a part-time firefighter. Chief Thomas administered the Oath of Office and Firefighter Kieffer's father pinned his badge to his shirt.*
- E2. Discussion and possible action to engage Weist Law LLP in a professional services contract to provide Municipal Advisory Services in regard to CalPERS unfunded liabilities (Chief Thomas) – *This item was tabled and will be brought back to the Board at a later*

meeting.

- E3. Discussion and possible action to adopt a Resolution making findings and requisition imposition of fire mitigation fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance. (Chief Thomas/Ray Lavelle) - *The annual resolution to receive mitigation fees from Lake County (not City of Lakeport as noted in the agenda item) was presented to the Board for action.*

FLORA/GABE MOTIONED to approve the resolution. AYES: Chairman Whitehead, Vice-Chairman Gabe, Director Flora and Director Lucas

- E4. Discussion and possible action to authorize Ray Lavelle, Fiscal Assistant, to do budget transfers (except Fixed Assets or Contingencies) and Inter-Fund transfers (Chief Thomas/Ray Lavelle) – *A discussion was held in regard to budget transfers and who was authorized to make those. The board requested that staff return with a proposed approval/authorization policy for board review and possible action, which should include reporting budget transfers to the board.*
- E5. Presentation and discussion regarding establishing a Rescue Water Program (Chief Thomas/John Tyson) – *Firefighter John Tyson gave a PowerPoint presentation on a proposed Water Rescue program. The presentation was very well received by the board who suggested that community groups may be willing to help fund the program.*
- E6. Discussion regarding hiring a full-time Apparatus Officer (Chief Thomas) - *Chief Thomas presented a job description for a full-time Apparatus Officer. The Board and the Chief discussed the importance of not only maintaining the equipment, but also documenting the maintenance performed and maintaining these records. The Board discussed various options of how this could occur, including having an Engineer on each shift, and the Chief advocated for the hiring of a full-time Apparatus Officer to handle this though having Engineers would be ideal as well. The Chief will continue to work on the best solution regarding this.*
- E7. Discussion regarding Civil Grand Jury’s request for Measure “M” reporting – *Ray Lavelle reported that the Measure M report, requested by the Grand Jury in addition to being required by Ordinance, is being worked on and is expected to be completed by Friday, April 15. The Board will receive a copy of the report.*
- E8. Discussion regarding training available through Golden State Risk Management Authority and Vector Solutions (Director Lucas) – *Director Lucas discussed that he had recently completed some online training provided through GSRMA and recommended that board and staff taken advantage of them as needed. Chair Whitehead said he used to attend in-person trainings provided by GSRMA, but there don’t appear to be any available at this time.*
- E9. Discussion regarding property appraisals of 445 N Main St and the Larrecou property (Chief Thomas) – *Property appraisals were reviewed for both 445 N Main St, as well as the Larrecou property with the N Main property appraised at \$610,000 and the Larrecou property appraised at \$635,000. The suggestion was made to form a committee, consisting of 2 members from Lakeport Fire and 2 members from the City of Lakeport, to discuss the various options for disposition of these two parcels. Directors Flora and Gabe volunteered to represent Lakeport Fire on this committee. Director Flora stated that future board activities around this issue should be held in closed session as they relate to real estate negotiations. The Chief will arrange a meeting for this committee.*

F. OTHER BUSINESS:

F1. Discussion and potential appointment of retired annuitant to serve on an interim basis as extra help for the Fire Chief – *Chairman Whitehead requested this item be moved on the agenda to after the upcoming closed session as the two are related. After the closed session was held, Chairman Whitehead stated that this item will be tabled and discussed at a future meeting.*

G. CLOSED SESSION:

Pursuant to Government Code Sections 54957 and 54957.6, the board went into closed session at 7:20 PM to discuss Chief Thomas' performance appraisal. The board returned from closed session at 8:05 with no reportable actions.

H. ADJOURNMENT:

Chairman Whitehead adjourned the meeting at 8:05 PM.

Respectfully submitted: _____
RAY LAVELLE
Board Clerk

Read and Approved: _____
JOHN WHITEHEAD
Board Chairman