

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF JUNE 12, 2018**

**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, Davidson and Mills were present.

**AGENDA, CLAIMS AND MINUTES:** The June 12, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of May 8, 2018 were approved as submitted.

**PETTY CASH CLAIMS:** Petty Cash was approved as submitted.

**CORRESPONDENCE:** The Administrative Assistant shared with the Board that Lakeport Fire was notified receiving the Loss Prevention Program Award in the amount of 7,920.29; thank you notes were share with the Board; the Davidson family for the care given to their mother and the Clear Lake High School's student body for the use of the BBQ to celebrate their "win" in the Lake County Attendance Challenge.

**CHIEF'S REPORT:** Chief Hutchison reported that he has attended numerous meetings over the month; the ambulance billing company Systems Design West will begin billing for the District on July 1, 2018 or earlier; the Chief continues to drive properties to check for fire hazards and abatement that needs to be completed; getting a Hazard Reduction JPA is being pursued; the Chief had a meeting at Sutter Lakeside Hospital to discuss patient transport and LEMSA issues; continuing using North Coast EMS is being discussed; the Chief attended a cannabis meeting to stay informed and to supply input on potential fire hazards and requirements from the District; an Ordinance enabling the District to collect fees is being pursued, at this time Lakeport Fire only collects mitigation revenue and does not charge any fees for inspections or plan checks; Chairman Whitehead asked how Dispatch was doing; Chief Hutchison said there are words mispronounced and the response plan needs some "tweaking"; Vice Chairman Whipple asked if resources were assigned to Station 52 would Lakeport Fire then be the closest resource; the Chief responded yes as long as staffing levels can be maintained that would be a consideration; Director Williams commented on the District's boundaries being the guidelines for Lakeport Fire resources to respond to; Director Mills asked if there were statistics to track how calls are being dispatched to what locations with which resources; and he mentioned public health comes first; the Chief will try to extract some information and possibly Cal Fire can track it; the question was asked by Chairman Whitehead if "our staff" can respond even if we are not closer; Chief Hutchison replied, yes.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported the she has been working with Systems Design West the District's new ambulance billing company; she completed the Proposition 4 Resolution; she has been assisting the Chief on the 18-19 Fiscal Year Budget; the new financial software (Win Cam) is being tested and should go "live" for the 18-19 Fiscal Year; she attended a Cal Fire assistance By Hire Class on proper documentation and paperwork required; weed complaints and follow up weed notifications continue.

**BOARD OF DIRECTOR'S REPORT:** Director Williams asked Chairman Whitehead if it is allowed to have a meeting to discuss Station 50's recent issues or would it violate the Brown Act; Chief Hutchison responded that if the meeting was publicly announced and open it would follow the Brown

Act requirements and that a Closed Session would not be allowed; Director Williams asked if a special meeting could be scheduled or could a workshop be held to discuss the District's financial condition.

**VOLUNTEER FIREFIGHTER'S REPORT:** Firefighter Brandon Morin mentioned the Volunteers purchased the 1940 Chevy old fire engine and the Volunteers plan to restore it; Vice Chairman Whipple wanted the Volunteers to know that the Fire District's presence in the Memorial Day was "good to see".

#### **OLD BUSINESS:**

**Report and discussion and possible action on the District placing a County Direct Charge increase measure on the ballot for voter approval:** Chief Hutchison reported that he has not been able to work on this due to the figuring of the preliminary budget and other projects but he did reach out to Wilda at the Mendocino College for a student that would help do a poll of citizen approval on the potential ballot measure; there was no response; Director Davidson commented that the District needs to expedite collecting information so a decision can be made on whether to place this measure on a ballot.

**Added Agenda Item:** Chairman Whitehead opened up to the Board Members the addition of adding an Agenda Item under "New Business"; the item would be Resolution 1718-16 which would move unanticipated revenue from a revenue account to an Medical Services Reserve Account; a motion was made by Director Davidson with a second to the motion by Director Williams to add (1) Agenda Item to the June 12, 2018 Board Meeting; the motion was passed unanimously by the Board.

#### **NEW BUSINESS:**

**Report, discussion and possible action on Resolution 1718-14;** Chief Hutchison reported on Resolution 1718-14; which is a Resolution establishing the Fiscal Year 2018-2019 Appropriations Limitations; after the Board reviewed the appropriation calculations a motion was made by Vice Chairman Whipple with a second to the motion by Director Mills; Resolution 1718-14 was passed unanimously by the Board Members I and the reading was waived.

**Report, discussion and possible action on Resolution 1718-15;** Chief Hutchison reported on Resolution 1718-15; which is a Resolution canceling \$124,000.00 in the Unreserved-Designated Reserves/Medical Service and Equipment and to use those funds to complete Fiscal Year 17-18 expenditures.; the motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple to approve resolution 1718-15; the motion was passed unanimously by the Board and the reading was waived.

**Report, discussion and possible action on Resolution 1718-16 (added Agenda Item approved by the Board);** Chief Hutchison reported on Resolution 1718-16; Chief Hutchison reported that 16-17 IGT Revenue was received on June 12, 2018 and needed to be moved by Resolution to the Medical Services and Equipment Reserve Account before the Fiscal Year 17-18 ended; a motion was made by Vice Chairman Whipple with a second to the motion by Director Mills to approve Resolution 1718-16; the motion was passed unanimously by the Board and the reading was waived.

**OTHER BUSINESS:**

City of Lakeport Mayor Mireya Turner updated the Board on events happening in the City of Lakeport; she mentioned weed abatement information is included on Facebook; she mentioned that the City may have some information on obtaining an idea of citizen support for the ballot measure and to contact Hilary at the City of Lakeport.

**CLOSED SESSION:**

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

- a) Represented employees: Labor Negotiations

Chairman Whitehead adjourned to a Closed Session at 5:50 p.m. and reconvened the Regular Meeting at 6:10 p.m.

**Action Taken from the Closed Session:** The Board directed Chief Hutchison to approach the staff on the District’s financial situation (with the approval of the District’s attorney) and to ask them for assistance in decreasing the District’s Budget shortfalls.

**AGENDA ITEMS FOR THE JULY 10, 2018 REGULAR MEETING:**

- a) Report, discussion and possible action on the District placing a County Direct Charge increase measure on the ballot for voter approval.
- b) Board discussion on the preparation of the Final Budget and the District’s financial position for upcoming 18-19 Fiscal Year.
- c) Nomination and election of Chairman and Vice Chairman to the Board for 2018-2019
- d) Board Discussion on the Hazard Reduction JPA.

**ADJOURNMENT:** The Meeting was adjourned at 6:14 pm.

Chairman, John Whitehead

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Respectfully submitted

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Linda K. Buckner  
Administrative Assistant/EMT