

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453
REGULAR MEETING MINUTES OF JULY 10, 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 July 10, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of June 12, 2018 were approved as submitted.

PETTY CASH CLAIMS: There was no Petty Cash submitted.

CORRESPONDENCE: The Administrative Assistant shared with the Board a thank you from the Lake Co. Sheriff's Dept. for the District's support at their Annual Highland Springs Event; they are hoping the Lakeport Fire staff and Volunteers could join them next year; a thank you note was read from the Highland Springs Equestrian Center on Wight Way for the District's quick response during the Adobe Fire on July 1st, 2018; an email from John Benoit with LAFCO was shared; the nomination of Director Randy Williams for the Fire District's Countywide RDA Oversight Board representative was submitted to the State by the Auditor/Controller.

CHIEF'S REPORT: Chief Hutchison reported that he has attended numerous meetings over the month; he attended the County Hazardous Vegetation meeting, a meeting at Sutter Lakeside Hospital regarding Inter Facility Transfers (IFT's), a cannabis workshop; he has been busy driving properties and inspecting them for vegetation abatement; Engine 5211 was stationed at the Butts Canyon Heli-base during the Pawnee Fire; a crew was at the County Fire for Heli-torch operations; Lakeport Fire responded to the Adobe Fire, the Chief was 1st on scene and had retardant dropped on his truck; Station 50 responded to a garage fire on 7th and Brush Street.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported the she has been working on closing out Fiscal Year 17-18, cleaning out folders and entering in new Fiscal Year 18-19 excell worksheets; she continues to work with the ambulance billing companies (Novato and Systems Design West) for a smooth transition of change to SDW; the fires that the personnel have been on (Pawnee and County) have been keeping her busy with timecards and payroll; she continues to work on getting the new financial software working for Fiscal Year 18-19 and the Calif. Fire Assistance Agreement Salary Survey has been completed.

BOARD OF DIRECTOR'S REPORT: Director Mills announced to the Board of his resignation as a Board of Director; he reported that he has been a Board member for 20 years and would be able to remain as a Director for 2 more meetings or until a Board member to replace him was appointed; he mentioned a LAFCO vacancy would also occur with his resignation; the Board discussed the process of filling a Director's vacant position and that at the time there are 2 Board members from the City and 2 Board members from the District so the 5th Board member could reside in either City or County locations; the advertisement of the vacant position being advertised in the local paper was discussed along with other responsibilities of filling a vacant position; Chairman Whitehead along with the other Board Member thanked Director Mills for all his dedication as a Board Member for 20 years.

VOLUNTEER FIREFIGHTER'S REPORT: There was no report from the Volunteer Firefighters.

OLD BUSINESS:

Report, 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 met with Director Davidson and Vice Chairman Whipple to discuss the "mechanics" of placing a ballot measure on the ballot; Director Davidson and Whipple met on June 21st to discuss how to start this process: # 1 meet with Chief Hutchison #2 get a map of the District; going to a flat fee was discussed; the need for the District to increase revenue was discussed; discussion was made on how to afford adding a measure on the ballot; meeting with civic clubs and having the staff assist with gaining community support was discussed; if the Upland decision process is used it then needs 50 + 1 to pass; the cost of the ballot measure would be about \$30,000.00; the Professional Firefighters can go out in the community but not while on duty or in their uniforms; a flier to hand out to citizens will need to be made; Firefighter Dan Kane asked what the potential revenue could be the Chief responded approx. \$400,000.00; Director Davidson and Whipple would do some follow up on using the "flat rate"; Firefighter Andrew Bergem mentioned all the staff and volunteers need to work together to accomplish passing this measure.

Report and discussion on the Final Fiscal Year 18-19 Budget preparation: Chief Hutchison discussed waiting for the numbers and Fund Balance from the County after he receives that informational he can finalize the budget; there will need to be substantial decreases in budget expenses to complete the 18-19 Budget.

NEW BUSINESS:

Nomination of Chairman and Vice Chairman to the Lakeport Fire Protection District's Board for Fiscal Year 2018-2019: Chairman Whitehead opened the nominations; discussion was made and Vice Chairman Whipple to nominate John Whitehead for Chairman for Fiscal Year 18-19 a second to the motion was made by Director Mills the nomination was approved unanimously by the Board; nominations were opened for Vice Chairman by Chairman Whitehead; a nomination was made by Director Davidson; a motion was made by Director Davidson to nominate Vice Chairman Whipple as Vice Chairman for the fiscal Year 18-19; a second to the motion was by Director Mills the motion passed unanimously by the Board.

Report, discussion and possible action on the annual adjustments to the special tax rates in the City: Chief Hutchison reported the Direct Charges will reflect the annual CPI increase; this year it was an increase of 3.6% which would result in the City Direct Charges going from 1.89 to 1.96; a motion was made by Director Davidson with a 2nd to the motion by Director Davidson; the motion was passed unanimously by the Board.

Report, discussion and possible action on the Hazard reduction JPA: Chief Hutchison discussed with the Board the forming of a Joint Powers of Authority (JPA) to address hazardous mitigation and implementing an Ordinance; this JPA would allow a funding source which would help with the costs of implementing the Ordinance; the Chief was looking for Board permission to sign up to be a part of the JPA; currently this issue was the responsibility of County Code Enforcement and has not been enforced properly; the City of Lakeport has been working closely with the District on implementing a weed abatement program/ enforcement plan with citations for noncompliant property owners; a motion to direct Chief Hutchison to pursue the JPA for hazardous weed reduction by Director Davidson and with a second by Director Williams the motion was passed unanimously by the Board.

OTHER BUSINESS: City of Lakeport Mayor Mireya Turner asked the Chief and Board their opinion on Fireworks in the City of Lakeport; mentioned was the huge financial loss of revenue to the local organizations; the pros and cons were discussed: the meeting at the City to discuss this controversial subject will be July 17, 2018.

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 5:57 p.m. and reconvened the Regular Meeting at 6:08 p.m.

Action Taken from the Closed Session: There was no action taken on this Agenda item.

AGENDA ITEMS FOR THE AUGUST 14, 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) Report and discussion on the vacant Board of Director position; Director Mills retiring.
- c) Report, discussion and approval of the 2018-2019 Final Budget.
- d) Report, discussion and approval of the 2018-2019 Mitigation Final Budget.

ADJOURNMENT: The Meeting was adjourned at 6:10 pm.

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner
Administrative Assistant/EMT