

**LAKEPORT FIRE PROTECTION DISTRICT
445 NORTH MAIN STREET
LAKEPORT, CA 95453**

REGULAR MEETING MINUTES OF OCTOBER 9, 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 were present.

AGENDA, CLAIMS AND MINUTES: The October 9, 2018 agenda and claims were approved as submitted; the minutes of the Regular Meeting on Sept.11, 2018 were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant shared with the Board a recent donation that was made in the memory of Ray Cox; a thank you note was received from Scott and Karen Salee thanking the Fire Department for their service to the community; a thank you note and generous donation of \$1,000.00 was received from Ron and Judy Wood.

CHIEF'S REPORT: Chief Hutchison reported that he has been busy with meetings; he attended an "After Action" Meeting at the City of Lakeport; the Heroes for Health Fair has been having meeting to plan the event; he has met with the County Offices to discuss the property taxes and the ballot measure; a basic training will be held with staff from Public Works so that they can fill in with the water tender on large incidents; the Chief made a presentation at the Sons of Retirement and attended the "National Night Out" event; October is a busy month with school tours to the station and station personnel go to pre-schools and schools to teach fire safety to the children; the "Safer Grant" will be available in the Spring; the Chief and Admin. Assistant attended a Fire Management Assistance Grant workshop on Sept. 28th, Chief Hutchison gave a fire safety/extinguisher training to the Lake Resource Center (45 people); the Larrecou property is being rented by FERMA for equipment storage (a company that is doing cleanup of the River Fire).

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative assistant reported she completed the Mitigation Financial report that is annually due in October; the audit was done on Oct. 8th which take numerous hours to gather info. for the auditors to review; the audit went smoothly and there were no findings reported; the Win Cam financial software Continues to be worked on; a Win Cam training on Oct. 2nd was attended; a FEMA workshop was attended at the courthouse and the information/reports are due to FEMA by Feb. 20, 2019; with the recent donations a phone voicemail system was installed on Oct. 28th which will be used to screen night time calls and a BBQ and kitchen stove will be able to be purchased.

BOARD OF DIRECTOR'S REPORT: Director Williams reported he has not heard from Congressman Thompson's office.

VOLUNTEER FIREFIGHTER'S REPORT: Firefighter Brandon Morin reported there was no report for this month.

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 there has been a lot of discussion on the ballot measure with County staff and legal advisors which has helped answer questions; the Chief supplied to the Board a preliminary outline of different mechanisms as the ballot measure is considered; the soonest that a measure could be put on the ballot would be March 5, 2019 and the ordinances would have to be completed before that; the next date would be for a General Election in November; a May 2019 vote by mail could be done as recommended by the advisor; Kelseyville Fire and Northshore Fire are considering a Ballot Measure; Chairman Whitehead mentioned that this needed to be done ASAP; Director Davidson asked Chief Hutchison if we planned to continue with the Unit of Benefits process or go with a "flat fee"; the Chief said changing the methodology would most likely be more expensive and time consuming; Directors Davidson and Vice Chairman Whipple felt staying with the Units of Benefit would be the best way to go and a amount needs to be decided upon; a conference call with the advisor was discussed and possibly planned for Tuesday, Oct. 16th at 1:00 o'clock.

NEW BUSINESS

Report, discussion and possible action on continuing the ambulance membership program: Chief Hutchison reported that after reviewing what the ambulance membership program brought in and the expenses to manage the program at best the District made \$2000.00 and that does not include the Administrative Assistant's time; the question would be if the Board would like to continue the program; there were 258 members signed up for last year and with short staffing transporting membership patients will be affected; discussion was to revisit the membership program when staffing levels improve; a motion was made by Director Davidson with a second to the motion by Director Williams to discontinue the membership program until staffing levels improve and revisit the program in the future; the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Resolution 1819-07; Resolution 1819-07 is to move unanticipated revenue (donation of \$1,000.00 from Ron and Judy Wood) from the Misc. Revenue Account to the Building Improvement/Maintenance Account (18.00 A) for the purchase of a stove for Station 50: Chief Hutchison reported that a donation of 1,000.00 was received from Ron and Judy Wood; Resolution 1819-07 would move the 1,000.00 from the Revenue Account to the Expense Account for the purchase of a cooking stove for Station 50; a motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple; the motion was passed unanimously by the Board and the reading was waived.

Report, discussion and possible action on Resolution 1819-08: Resolution 1819-08 is a Designation of Applicant's Agent Resolution for Non-State Agencies in order to apply for a Fire Management Assistance Grant (FMAG) Program: Chief Hutchison reported that Resolution 1819-08 designates Chief Hutchison as the applicant's agent to apply for the Fire Management Assistance Grant (FMAG); a motion was made by Vice Chairman Whipple with a second to the motion by Director Davidson; the motion was passed unanimously by the Board and the reading was waived.

OTHER BUSINESS: City Mayor Mireya Turner mentioned the Konocti Challenge was great with just under 500 riders; City Manager Margaret Silveira mentioned the City has a lot of projects in the works; Margaret asked if the Units of Benefit Fee to the City and District citizens would be equal amounts; Chief Hutchison replied that yes that is the District's plan; Vice Chairman Whipple mentioned the ballot measure will be discussed as a beginning of community outreach at the Kiwanis meeting.

AGENDA ITEMS FOR NEXT 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, discussion and possible action on obtaining a new Board Member for the vacant position.

ADJOURNMENT: The meeting was adjourned at 5:22 pm.

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner

Administrative Assistant/EMT