

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

**REGULAR MEETING MINUTES OF JANUARY 8, 2019**

**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, and Davidson were present.

**Administer Oath of Office:** The Administrative Assistant administered the Oath of Office to newly appointed board member; Bill Gabe.

**AGENDA, CLAIMS AND MINUTES:** The Jan. 8, 2019 agenda and claims were approved as submitted; the minutes of the Regular Meeting on Dec. 11, 2018 were approved as submitted.

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

**CORRESPONDENCE:** The Administrative Assistant shared with the Board that the Benmore Valley Project generously donated \$10,000.00 to Lakeport Fire; Jerry Hendricks Director of Benmore Valley presented the \$10,000.00 check to Chief Hutchison; a donation was made to Lakeport Fire by the Early Lake Lions to assist the District with the purchases of educational materials for the community.

**CHIEF'S REPORT:** Chief Hutchison reported that he has been busy with meetings; he has been working with the City of Lakeport on the hazard mitigation plan; the City received a grant for the program and the Fire District is included at no cost to the District; the Chief did a public education presentation to the Big Valley Rancheria Boys and Girls Club; County Public Health has been talking to other EMS agencies to see what they offer over and above what North Coast EMS can; there have been presentations from Nor Cal EMS and Coastal Valleys EMS; the Chief has met with Community Health to discuss chronic 911 users; they will be going to the Chief's meeting and are working on the placement of a community health worker in the Lakeport area; they are addressing calls that are social service related and that do not meet critical medical response; the City of Clearlake has successfully implemented a program to deal with this 911 system abuse; Chairman Whitehead inquired if an EMT and social service representative could respond; the Chief responded that the social workers/crews would respond to "flagged" 911 calls; this program is in the beginning stages of discussion and there would be no cost to the Fire District; this type of program is being done nationwide; the Blood Drive on Dec. 15<sup>th</sup> was successful; after receiving one more bid on the mold mediation the repair will begin; Chairman Whitehead asked about the scope of work on the wall;

Chief Hutchison commented that full wall tear out is anticipated but they will know more

when the job is started and the damage is assessed; phase two will be to replace the wall; in 2018 there were 2614 total calls which equals to 7.16 calls a day.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported she has been busy working with Systems Design to continue the billing of ambulance transports that were sent over from Novato Fire; for the ending month of Dec. she was able to balance Win Cam Financial software to the County of Lake's Account Activity Report; she has been running some 911 calls; the ballot measure timeline and requests from the consultant have been responded to; the process of appointing Board Members has required correspondence and follow up with the County and City; she has implemented a new monthly Revenue vs Expenses tracking for Board review (handed out at this meeting); the 2018 1099's have been completed; the Chief and Administrative Assistant have reviewed and responded to the 2017-2018 District audit and numerous burn permit applications have been issued.

**BOARD OF DIRECTOR'S REPORT:** There was no report from the Directors for this meeting.

**VOLUNTEER FIREFIGHTER'S REPORT:** There was no report from the Volunteers for this meeting.

### **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 the citizen polling for the ballot measure started on Jan. 4th and was completed early, there will be a telephone conference with the consultant to discuss the results; the process is moving forward and the Chief spoke to the Board about having a Special Meeting on Feb. 5th at 5:00 pm to have the 1st Public Hearing to consider adopting a resolution to establish a qualified parcel tax for voter approval on May 7, 2019; the Chief is working with the consultants to draft wording and the amount per unit of benefit for the ballot measure; a motion was made by Vice Chairman Whipple with a second to the motion by Director Williams to have a Special Meeting on Feb. 5, 2019 at 5:00 pm; the motion was passed unanimously by the Board and the reading was waived.

**Discussion and possible action on Resolution 1819-11; revote by the Board on Resolution 1819-11 to follow the guidelines of Government Code 29130 requirement of a four-fifths vote of the Board;** (moving unanticipated revenue from the River Fire to expenditure accounts and into the Unreserved-Designated Equipment Reserve) Chief Hutchison discussed with the Board that Resolution 1819-11 was passed at the Dec. 11, 2018 Board Meeting by a 3-0 vote and is being brought back to this meeting for a revote in order to meet the Government Code 29130 requirements (requirement of a four-fifths vote); a

motion was made by Director Davidson with a second to the motion by Vice Chairman Whipple; Resolution 1819-11 was passed unanimously by the 5 Board members present and the reading was waived.

## **NEW BUSINESS:**

### **Report, discussion and possible action on Lakeport Fire's records request policy and fees for copies of meeting recordings and printed report/material requests:**

Chief Hutchison reported that he and the Admin. Assistant have contacted other Fire Districts and Fire District web sites for records request policies for Lakeport Fire's implementation; there has not been one located that would meet the District's needs; as time permits this policy will be located, reviewed and brought back to the Board for discussion.

**Report, discussion and possible action on the 2017-2018 yearly audit:** Chief Hutchison reported there were no major findings in the 2017-2018 District audit; one corrective action was made which commented that the District needs to control and monitor expenditures so that they do not exceed the approved budget.

**Report, discussion and possible action on Novato Fire's possible violation of obligations under the agreement as Lakeport Fire's ambulance billing company, resulting in substantial revenue delay/loss for the District:** Chief Hutchison reported that Systems Design is working on billing out transports that were sent over to them from Novato Fire; some of the transports are not billable due to being past the billing timeframe; a "pointed" email was sent to Novato by the Administrative Assistant requesting information to enable SDW to bill for the District; the total amount of unbilled transports from Novato's worksheet was \$912,125.00; the Administrative Assistant sorted out the delinquent/unbillable transports and sent the balance of the transports to System Design to get billed out; Vice Chairman Whipple commented on the large loss of revenue which was needed for personnel; Chairman Whitehead asked how much it cost the District and that this large loss of revenue needs to be pursued; the cost of involving the attorney for the District was discussed; Chairman Whitehead wanted to continue with attorney involvement; Director Davidson asked if any other Districts have experienced this same loss of revenue from Novato Fire's billing inadequacies; Chief Hutchison replied that yes Northshore Fire has had the same experience; Director Williams mentioned this is a breach of contract; Chairman Whitehead directed Chief Hutchison to follow up with the District's attorney, Mark Velasquez on this issue.

**OTHER BUSINESS:** City Mayor, Tim Barnes commented that the City will have, Lakeport Fire's Board appointment soon; Undersheriff Chris Macedo commented that there will be some competition for Lakeport Fire from the Sheriff's Dept. since they are also placing a Tax Measure on the ballot (June).

**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 Novato Fire's possible violation of obligations under the agreement as Lakeport Fire's ambulance billing company, resulting in substantial revenue delay/loss for the District.


**ADJOURNMENT:** The meeting was adjourned at 5:40 pm.

Chairman, John Whitehead



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Respectfully submitted



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Linda K. Buckner

Administrative Assistant/EMT