

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

REGULAR MEETING MINUTES OF MARCH 12, 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 Williams, Directors Gabe and Flora were present; Director Davidson was absent.

Citizen's Comment: Tom Curry asked about the Units of Benefits and questioned the amount/process of obtaining the charges on different acreage sizes; Tom felt the process was not equal for property owners; a comment was made that at this time nothing could be changed since the information is at the registrar's office for the mail election; Tom just wanted to state his concerns; Director Flora mentioned the merging of properties would be a consideration to avoid paying the Units of Benefit fees on two adjoining properties.

AGENDA, CLAIMS AND MINUTES: The March 12, 2019 agenda and claims were approved as submitted; the minutes of the Feb. 5, 2019 Special Meeting; Feb. 12, 2019 Special Meeting, Feb. 12, 2019 Regular Meeting and Feb. 26, 2019 Special Meeting were approved as submitted.

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

CORRESPONDENCE: The Administrative Assistant reported that a thank you note was received from the Royale Shores condominium owners; Interim Chief Bergem gave an inforamatory presentation on evacuation for the residents of Royal Shores and they expressed their appreciation.

CHIEF'S REPORT:

Interim Chief Bergem reported that he has been busy; there was a two structure fire on Soda Bay Road; the garage was a total loss and numerous resources from other departments assisted with the fire; there was a fire at the Terrace school, the Chief responded and was the initial attack, engines from other agencies arrived and assisted; he has been doing some inspections, one is the Martin Street complex which is being built and the second one is the White Buffalo on Lakeshore Blvd; he attended the Chief's meeting; Cal Fire is doing surveys on the dozer lines from the River Fire and will be maintaining them; a loss prevention report was completed for Golden State Risk Management which may result in a rebate up to 10%; the Chief attended a meeting at Sutter Lakeside Hospital to discuss the Inter-facility Transfer Program and mentioned SLH CEO, Dan Peterson is concerned about the patient transports in the County; more money is needed to staff consistent personnel to

meet the needs of transports in the County; Chairman Whitehead felt the program should pay for itself; Interim Chief Bergem and Director Flora were interviewed by the local radio station KPF2; the ballot measure was the main topic of conservation and it was informative for the citizens; numbers are being extracted for the SAFER Grant which is due for submittal on March 22nd; Interim Chief Bergem will be looking into the surplus of unused, outdated equipment and the Chief shared a 1 year strategic plan with the Board.

ADMINISTRATIVE ASSISTANT'S REPORT: The Administrative Assistant reported she has been busy with the Novato billing project; she went through the balance of transports, approximately 240 and sent 28 transports to System Designs; the amount sent was 79,362.89 with an estimated recovery of 13% which equals 10,317.18; she has monitored the Ballot Measure at the Registrar of Voters to make sure the District's directions were followed on the information to be printed on the ballot; a meeting with the Chief and Director Flora was held to discuss meeting expenses for the end of the fiscal year; she has been busy entering Firefighter Odell Landers back into the system as a fulltime, salaried Firefighter (he took the open position of Chief Bergem on "A" Shift); the wiring of IGT funds is scheduled for March 18th at Wells Fargo in Ukiah; minutes for 4 Board Meetings, updating the Systems Awards Management (SAM) site which is used for Grant applications; making the change of Chief's on District programs etc...; FEMA contacted the Administrative Assistant today and has approved the District for the Request for Public Assistance (RPA).

BOARD OF DIRECTOR'S REPORT:

FEMA Grant: Director Gabe:

Director Gabe discussed with the Board that he attended the FEMA Grant Meeting at the City of Lakeport and felt there was a good possibility that if pursued the Grant could help the District with the replacement of equipment and with building a firehouse; the District would need to prove a need for Grant funds; the next meeting is on April 2nd and Director Flora mentioned the Chief should get involved with this; both the City of Clearlake and Lakeport has included their Fire Districts in on this Grant but 25% will be the District's share.

Board Meeting time change discussion:

Chairman Whitehead opened up the discussion of considering changing the Lakeport Fire board meetings time to later than 5:00 P.M. Director Flora commented it would be easier for him if the meeting was later; Chairman Whitehead mentioned it was changed to earlier to reduce overtime costs incurred by Administrative personnel staying later for meeting nights.

Appointment of Director for City of Lakeport council meeting representation:

Discussion was made about a representative of the Board attending the City of Lakeport's Council meetings; Director Bill Gabe offered to attend the meetings with Vice Chairman Williams available as a substitute.

VOLUNTEER FIREFIGHTER'S REPORT: Volunteer Firefighter's President, Brandon Morin reported that the Volunteers are busy getting the "word out" on Measure M; there has been an increase of training; Firefighter's Andrew Bergem and Landers have created a system of a quicker more efficient hose retrieval due to the limited staffing; Volunteer Wyatt Smith and Paul Bergem have made a hard suction rack for Engine 5011 which resulted in being able to change the hose load making deployment quicker and more efficient; an airplane fuselage was donated by Steve's Aircraft for training on March 19th; Volunteers are responding to a lot of the District's calls; Volunteer Firefighter Morin is working on a Grant available through the Rotary Club which if received will assist with apparatus repair.

PROFESSIONAL FIREFIGHTER'S REPORT: Firefighter/Paramedic Johnson reported that there has been 204 calls, 7 building fires, 141 EMS calls; one call was a fire at the Terrace School which Interim Chief Bergem responded to and knocked the fire down (the 2 Firefighters on shift were committed to a patient transport at the time the fire was dispatched); communication through the firehouse has improved; the Union is assisting with Measure M and a schedule has been arrived at to coordinate public awareness on Measure M; a trifold is being completed and will be sent out; on March 27th the Volunteer Firefighters will be recognized for their donation of 3 AED's for the Lakeport schools.

OLD BUSINESS:

Report discussion and possible action on the District's submittal of Resolution 1819 - 13 to the Lake County Registrar of Voters for the May ballot; Interim Chief Bergem reported the information is at the Registrar of Voters; after a few tense moments on meeting necessary deadlines and clarification on the information to be printed on the ballot all is in order.

Report, discussion and possible action on hiring a fulltime Administrative Assistant; Interim Chief Bergem reported the application deadline for the Administrative position closed on March 11th with 2 applications received; one applicant did not meet the minimum requirements and one is a strong candidate; an Oral interview will take place on Friday March 15th.

NEW BUSINESS:

Discussion and possible action on Resolution 1819-15- Annual re-adoption of Fire Mitigation Fees pursuant to the Lake County Fire Mitigation Fee Ordinance; Interim Chief Bergem reported to the Board that this is an annual resolution required to establish the County mitigation fees for new buildings; a motion was made by Vice Chairman Williams with a second to the motion by Director Flora to approve Resolution 1819-15; the motion was passed unanimously by the Board and the reading was waived.

Discussion and possible action on Resolution 1819-16- Annual re-adoption of Fire Mitigation Fees pursuant to the City of Lakeport Fire Mitigation Fee Ordinance;

Interim Chief Bergem reported to the Board that this is an annual resolution required to establish the City mitigation fees for new buildings; a motion was made by Director Flora with a second to the motion by to Vice Chairman Williams to approve Resolution 1819-16; the motion was passed unanimously by the Board and the reading was waived.

Discussion and possible action on a ballot measure expenditure plans for the District;

Director Flora expressed that the District needs to have an expenditure plan in place to show accountability if Measure M is passed by the voters; he met with the Administrative Assistant and Interim Chief Bergem to draft an expenditure plan; the plan includes a 2% CPI increase each year; the plan consists covering the costs of key issues: building maintenance, personnel and equipment; year three reflects the savings of funds to purchase an engine.

Discussion and possible action on the 2019-2020 Fiscal Year Budget planning;

Director Flora reported a small amount of time was spent to review the upcoming 2019-2020 Fiscal Year budget; the concern at this time is completing Fiscal Year 2018-2019; Director Flora said the 18-19 budget is extremely "tight" and any expenses that can be avoided is important to complete the year out; the revenue received from the State of Calif. for the River Fire by resolution was moved to wages and equipment reserves; the money in equipment reserves may need to be moved to pay for the year end expenses; surplus equipment was discussed along with focusing on ambulance billing; Volunteer Firefighter Morin mentioned the Rotary Club has offered to help with the needed tire purchases.

Report, discussion and possible action on the status of a part-time Administrative Assistant;

Interim Chief Bergem reported that the part time position was accepted by Nichole Bridges and that she is able to work 8 hours a week; a desk was donated by the City of Lakeport and Firefighter Andrew Bergem was able to find a computer for \$85.00.

Report, discussion and possible action on selling the Finley Station (Station #51):

Interim Chief Bergem mentioned he has not had the time to contact the Gleaners and that Director Davidson mentioned he was a little hesitant on selling the Finley Station; discussion was that the ISO rating would improve if the station was back in service in that area and it would help with the dispatch boundary drop situation; the Board asked for Interim Chief Bergem to contact the Gleaners to see if they were interested in the building; Chairman Whitehead mentioned he was reluctant to sell the building; Director Flora mentioned all options need to be looked into, with information a decision on selling or keeping the building could be made, he also said needed repairs need to be considered also.

OTHER BUSINESS: There is an upcoming meeting at the Umpqua Bank that one of the Board members should attend; Director Gabe and Firefighter Johnson offered

to attend; Mayor Tim Barnes thanked the District for their quick response to the Terrace School fire.

AGENDA ITEMS FOR NEXT MEETING:

Interim Chief Bergem's Strategic Plan
Oath of Office to newly hired Administrative Assistant
Discuss changing the Board meeting time to 6:00 p.m.
Discuss the list of surplus equipment
Discuss the possibility of selling the Finley Station
Discuss if a consultant should be used if the Ballot Measure passes for the new application of Units of Benefit fees.

The meeting was adjourned at 6:20 p.m.

ADJOURNMENT:

Chairman, John Whitehead



Respectfully submitted



Linda K. Buckner
Administrative Assistant/EMT