



Lakeport Fire Protection District

445 N. Main Street Lakeport, CA 95453 - (707) 263-4396

BOARD OF DIRECTORS' REGULAR MEETING 5:00 P.M., February 8, 2022, Lakeport Fire Station

MINUTES

NON-TIMED ITEMS

A. OPEN MEETING:

- A1. Call to Order: *Chairman Whitehead called the meeting to order at 5:00 PM.*
- A2. Pledge of Allegiance: *Chief Thomas lead the pledge.*
- A3. Roll Call: *Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe.*

B. CONSENT CALENDAR:

- B1. Motion to Approve February 8, 2022 Regular Meeting Agenda as submitted:
- B2. Motion to approve December 14, 2021 Regular Meeting Minutes as submitted:
- B3. Motion to approve January 11, 2022 Regular Meeting Minutes as submitted:
- B4. Motion to approve January/February Warrants as submitted:

FLORA/GABE MOTIONED to approve consent calendar items B1 through B4, with the following corrections; for the minutes of December 14, 2021, the directors listed under Item D6 (Director's Activity Report) should be changed to Director Deas and Director Flora and Item I (Adjournment) should move the reference to the closed session to Item H (Closed Session); for the minutes of January 11, 2022, Item F1 should be corrected to also include Director Flora asking about the Larrecou property and Item I (Adjournment) should move the reference to the closed session to Item H (Closed Session). **AYES:** Director Deas, Director Flora, Director Lucas, Chairman Whitehead, and Vice Chairman Gabe

C. CITIZENS' INPUT:

None.

D. COMMUNICATIONS:

- D1. Chief's Report – *Chief Thomas reported on an anonymous OSHA complaint that the department received. which discusses the lack of lit exit signs, dangerous use of extension cords, and exhaust fumes entering the office area. The chief noted battery-operated exit signs are allowed in the fire station, so no wiring will have to be done, and the extension cords have been cleaned up. The chief also reported that an exhaust*

system to vent the fuel fumes from the bay would be upwards of \$100,000, so that will require budgetary planning for the coming year. The chief responded to the complaint in writing and is awaiting word back from OSHA. The chief also reported that we were given advance notice that a subpoena for human resources and payroll records for an unnamed employee has been mailed to LFPD. The chief indicated that he is working on an inspection program that will cover jails, senior centers, homeless shelters, etc. but no deadline has been established. It was reported that recruiting for paramedics has been extremely difficult, even when advertising state-wide and the district no longer has a list of potential paramedic candidates to choose from. Shane Kieffer will be hired as a permanent firefighter. A tour for the Grand Jury is being arranged. The chief announced that he has hired Ray Lavelle to be the permanent administrative assistant/finance person in the office. His first day not as a temp will be February 16, 2022. Director Flora asked when the website would be updated, and Office Temp Ray Lavelle informed the board that he was working on gaining access to the website and he expects the website to be updated within a couple of weeks. Chief Thomas reported that he is soliciting bids to have the website updated and modernized. Director Flora asked about the status of Station 52, which the chief said needs some HVAC work, internet, cable and extermination services. Staffing levels will be determined after a review of the number of calls and their location.

- D2. Administrative Assistant/Financial Report – Office Temp Ray Lavelle reported that work continues to catch up on past due invoices, including CalPERS, and the district is now almost fully caught up on payables. A payroll wage review by employee was conducted. Director Flores asked when the Board can expect to see some financial information as that has absent from meetings after November 2022. Director Whitehead also requested that monthly report of runs be included in the monthly board packet. An employee request to have a reimbursement of his cell phone, which exceeds the policy limit by \$29, was discussed and the item will be put on the next agenda for voting.
- D3. Volunteer Firefighters' Association Report – The volunteers are working on a county-wide firefighter training to be conducted the first week of April. There are currently 5 new potential volunteers who are being trained by the firefighters for potential volunteer status. They are also working on streamlining the volunteer process.
- D4. Professional Firefighters' Report – The newest engine (under warranty), is currently being repaired in Sacramento including a recall notice. The proposed annual inspection process is being worked on but is expected to be labor-intensive.
- D5. City Council Representative's Report – Vice Chairman Gabe reported that he attends all City Council meetings, and the district is aware of the water situation for South Main St annexation. City has received a large grant to fix up several properties. City may be blocking off Main St for upcoming special events, though the district would prefer they block off Park St or another side street, rather than Main St.
- D6. Directors' Activity Reports – No report.
- D7. ADHOC Safety Committee Report - Captain Johnson reported that the upcoming inspection program will be able to provide more detailed information on the call location so firefighters will not be so dependent on dispatch for information such as lock boxes, contact info, special hazards, etc.

TIMED ITEMS

E. REGULAR ITEM:

E1. Report, unsealing of bids, discussion, and possible action regarding auctioning off an excess ambulance, an excess engine and an excess SUV. *Chief Thomas unsealed the three (3) bids that were received; two (2) for the engine and one (1) for the ambulance. The two engine bids were a \$4,000 bid from Konocti Harbor Resort and a \$10,000 bid from Fred Cheung. The single ambulance bid of \$15,376 was from Elena Stanley. No bids were received for the Blazer, which the district will continue to market. The chief is still working on transferring the ambulance being donated to the Lakeport Police Department.*

GABE/FLORA MOTIONED to accept the three bids and award the equipment to each high bidder. **AYES:** Director Deas, Director Lucas, Chairman Whitehead, Vice Chairman Gab and Director Flora.

E2. Report and discussion regarding current status of Larrecou property. *Chief Thomas reported that the discussions with the City of Lakeport regarding the property are ongoing. This item will be brought forward to the next meeting.*

E3. Report, discussion and possible action regarding the hiring of a temporary Office Assistant and a full-time Administrative/Financial Assistant. *As noted in his Chief's report, Chief Thomas reported that he will be hiring Ray Lavelle for the full-time position. The chief requested authority to hire a temp so there is a 2nd person who will be cross-trained in the admin/financial procedures. The temp position will be turned into a permanent position. The board said if there was money in the budget, the chief should go ahead and hire who he needs to.*

E4. Report, discussion and possible action regarding raising the hourly wage of part-time firefighters to \$18/hr (from \$13/hr). *Chief Thomas reported that current wages for part-time firefighters was \$13/hour, which is below the recently revised California minimum wage of \$15/hour. A discussion was held about whether the part-time firefighters should be paid more than the starting step for full-time firefighters. The board requested that part-time firefighters be paid at the same starting step hourly rate as a full-time firefighter, but they will not receive benefits. If the part-time firefighter is also a paramedic, they would receive pro-rated compensation of the paramedic incentive pay. Captain Johnson indicated that ambulance companies are paying a higher-rate than the district, making it difficult to hire qualified paramedics. Director Flora asked for an update on the inter-facility transfers (IFT) situation at the next meeting.*

E5. Report, discussion and possible action regarding proposed Board policies for Board manual. *A discussion was held regarding the proposed board policies manual. The board felt that the proposed manual contained too much information and the board would like to have it edited down. Board members will submit their comments to attorney Ryan Jones to consolidate into a new document. It was decided to keep the item on the agenda until the task is completed.*

F. OTHER BUSINESS:

F1. Presentation (via Zoom) by Weist Law Firm regarding financing options for unfunded liabilities related to CalPERS. *The presentation was tabled.*

F2. Discussion regarding costs & benefits to have LFPD attorney(s) attend board meetings. *The board discussed the cost of legal services, currently estimated to be approximately*

\$20,000/year, and decided to continue to retain the attorneys until such time as the board feels the attorneys are no longer needed.

G. ITEMS TO BE ADDED TO THE NEXT AGENDA:

- Update on Larrecou property
- IFT situation
- Report and discussion regarding proposed Board policies for Board manual
- Discussion regarding funding unfunded liabilities in regard to CalPERS
- Mid-year budget review
- Measure M financial report
- Update on vehicle maintenance and record-keeping
- Update on OSHA complaint
- Action regarding employee requesting \$29 reimbursement beyond policy limit

H. CLOSED SESSION:

Pursuant to Government Code Sections 54957 and 54957.6, the board went into closed session at 6:10 PM to discuss Chief Thomas' performance appraisal, as well as a current human resources investigation. The board returned from closed session at 6:14 PM with no reportable actions.

I. ADJOURNMENT:

Chairman Whitehead adjourned the meeting at 6:15 PM.

Respectfully submitted: _____
RAY LAVELLE
(Temporary) Board Clerk

Read and Approved: _____
JOHN WHITEHEAD
Board Chairman