



# LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453  
Telephone: (707) 263-4396 Fax: (707) 263-7087  
Web Site: [www.lakeportfire.com](http://www.lakeportfire.com)



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*Any person may speak for 3 minutes on any agenda item; however, total public input per item is not to exceed 15 minutes, unless extended at the discretion of the Board Chair. The public is allowed to comment before any action is taken by the Board on any specific issue. The meeting may be recorded.*

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*Agenda of public meetings and supporting documents are available for public inspection in the Fire District Office, 445 N. Main Street, Lakeport, CA 95453, during normal business hours.*

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**REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:** *A request for a disability-related modification or accommodation necessary to participate in the Board of Directors' meeting should be made in writing to the Board Clerk at least 48 hours prior to the meeting.*

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## **BOARD OF DIRECTORS REGULAR MEETING MINUTES**

**May 9, 2023, 5:00 P.M.**

**Lakeport Fire Protection District**

**445 N. Main Street, Lakeport, CA 95453**

### A. Call to Order

A1. Pledge of Allegiance led by Chief Reitz.

A2. Roll Call

**Director Brown Excused Absent, Vice-Chair Lucas X, Director Warrenburg X,  
Director Whitehead X and Chair Gabe X**

**Staff Present: Fire Chief Patrick Reitz and Admin Promise Fossa**

### B. Consent Calendar

B1. Motion to Approve May 9, 2023 Regular Meeting Agenda (GC §54954.2)

B2. Motion to Approve April 11, 2023, Special Meeting Minutes

B3. Motion to Approve April 11, 2023 Regular Meeting Minutes

B4. Motion to Approve April 2023 Warrants/Expenditures

B5. Motion to Approve Payroll for the pay periods ending April 15 and April 31, 2023

***Director Warrenburg made a motion, seconded by Director Whitehead, to approve the consent calendar as submitted.***

***Ayes: Lucas, Warrenburg, Whitehead & Gabe***

***Noes:***

***Absent: Brown***

***Motion Passes***

C. Public Comment (GC §54954.3)

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*Any person may speak for three minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today's agenda.*

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One person requested the District have a “complaint box”

D. Reports – Information/Discussion

D1. Fire Chief, Administration/Finance and Captains Reports

- a. Fiscal Year to Date Budget Report
- b. Incident Log for April 2023
- c. Fleet Mileage/Hours/Service Report for April 2023
- d. Cal-OSHA Citations Status Update

***Director Warren made a motion, seconded by Director Whitehead, that the District pay all 6 Cal-OSHA citation fines and not dispute any of them.***

***Ayes: Lucas, Warrenburg, Whitehead & Gabe***

***Noes:***

***Absent: Brown***

***Motion Passes***

- e. 2023-24 Budget Process
- f. 2021/22 Audit Status
- g. Website Update

- D2. Professional Firefighters Association – Teamsters Local #856 Report
- D3. Volunteer Firefighters Association Report
- D4. City Council Representative’s Report
- D5. Directors Activity Reports

E. Action Items

E1. Motion to adopt the 2022 California Fire Code

***Chief Reitz requested that the board pull this agenda item, which they agreed to do.***

E2. Update on CalPERS Holiday Pay Audit Correction

***Chief Reitz provided an update.***

E3. Letter of No Confidence re: Lake Co Health Director

***Chief Reitz requested that the board pull this agenda item, which they agreed to do.***

E4. Motion to pursue USDA grant for Strategic/Master Planning activities

***Director Whitehead made a motion, seconded by Director Warren, directing staff to prepare and submit draft letters of support for the Lakeport City Council and the Lake County Board of Supervisors for their approval, as well as directing staff to prepare a resolution for discussion***

***and action at the next board meeting agreeing to either a 10% grant match or a 100% grant match***

**Ayes: Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent: Brown**

**Motion Passes -**

E5. Report and discussion on ESCI Proposal re Master Planning services

***Chief Reitz provided an update and the board directed staff to include \$50,000 in the 2023-24 budget for procuring master planning services with ECSI.***

E6. Motion to transfer Golden State Risk Management Authority (GSRMA) insurance payment to increase the budget for expense line item Building Maintenance and Improvements to fund the 2022/23 billings from Fort Bragg Electric Inc

**Director Lucas made a motion, seconded by Director Warrenburg, to pass Resolution 22/23-07 authorizing the transfer of \$60,000 in insurance proceeds to increase the budget of the Building Maintenance line item to fund repairs to Station 52.**

**Ayes: Lucas, Warrenburg, Whitehead & Gabe**

**Noes:**

**Absent: Brown**

**Motion Passes**

F. Request for Future Agenda Items

**1) USDA Grant Match Resolution**

**2) Election of board officers for coming fiscal year**

G. Closed Session (GC §54957.7)

**The board went into Closed session at 6:18 pm to discuss:**

G1. Public Employment – Title: Fire Chief (GC §54957)

G2. Conference with Real Property Negotiators (GC §54956.8) – 445 N Main St and the Larrecou Property, both located in Lakeport, Agency Negotiator: Fire Chief Reitz, Negotiating Parties: City of Lakeport, instructions to include price, terms of payment or both

G3 Conference with Real Property Negotiators (GC §54956.8) – Parcel# 025-374-09, located in Lakeport, Agency Negotiator: Fire Chief Reitz, Negotiating Parties: owner of parcel unknown at this time, instructions to include price, terms of payment or both

G4. Conference with Labor Negotiators (GC §54957.6) – provide direction to Agency Negotiator Fire Chief Reitz in discussions with Teamster Local 856

H. Open Session

H1. Report on Closed Session: (GC §54957.1)

**The board returned from Closed session at 7:36 pm and reported the following actions.**

**Item G1 was tabled and the board provided direction to Chief Reitz regarding items G2 and G3. Regarding item G4, the board appointed Director Brown and Chief Reitz as the labor negotiation team for the District in regard to Teamsters MOU changes needed as a result of the CalPERS holiday pay audit.**

I. Adjournment

**Chair Gabe adjourned the meeting at 7:38 PM.**

Respectfully Submitted:

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Promise Fossa, Acting Board Clerk

Read and Approved:

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William Gabe, Board Chairman

DRAFT