



LAKEPORT FIRE PROTECTION DISTRICT

445 North Main Street, Lakeport, CA 95453
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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.

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.

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.

BOARD OF DIRECTORS REGULAR MEETING **MINUTES**

February 14, 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 Chair Gabe.

A2. Roll Call

Director Brown X, Director Lucas X, Director Warrenburg X, Director Whitehead X and Chair Gabe X

Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle

B. Consent Calendar

Approval of consent agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that an item be removed from the consent calendar for later discussion.

B1. Motion to Approve February 14, 2023 Regular Meeting Agenda (GC §54954.2)

B2. Motion to Approve January 10, 2023 Regular Meeting Minutes

B3. Motion to Approve January 2023 Warrants/Expenditures

B4. Motion to Approve Payroll for the pay periods ending January 15 and January 31, 2023

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

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

C. Public Comment (GC §54954.3)

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.

A constituent discussed a potential problem with the fire tax calculation on a property he owns on N Main St in Lakeport. The District will investigate.

D. Reports – Information/Discussion

D1. Fire Chief, Administration/Finance and Captains Reports

- a. Fiscal Year to Date Budget Report
- b. Update on New Website Development
- c. Incident Log for January 2023
- d. Fleet Mileage/Hours/Service Report for January 2023
- e. Fire District Association of California (FDAC) conference being held in Napa March 15-17
- f. Review of Public Agency Risk Management Association (PARMA) Conference held last week in Sacramento
- g. An Assistance to Firefighters Grant (AFG) application requesting funding for a bay exhaust system, PPE and Office Training was submitted on 2/10/23
- h. Citizen Complaint Form

D2. Professional Firefighters Association – Teamsters Local #856 Report

No report given

D3. Volunteer Firefighters Association Report

The volunteer spokesperson distributed a flyer for a 3-day training that they are sponsoring on June 2-4, 2023.

D4. City Council Representative's Report

No report given

D5. Directors Activity Reports

No report given

E. Action Items

- E1. Report, unsealing of bids, discussion and possible action regarding auctioning off surplus 1996 Chevrolet Blazer SUV

Three (3) sealed bids were received prior to the deadline and they were opened at the meeting. The winning bid of \$3,260 was submitted by Seaira Buttener.

Director Whitehead made a motion, seconded by Director Brown, to award the Blazer SUV to the highest bidder who is compliant with the published terms of the auction

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E2. Report, unsealing of bids, discussion and possible action regarding selection of fuel supplier

Chief Reitz informed the board that the fuel supply bid process was not conducted according to policy and recommended that the board invalidate it.

Director Lucas made a motion, seconded by Director Warrenburg, to invalidate the current fuel bid process and directed staff to re-issue a compliant fuel bid.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E3. Report, discussion and possible action on updating the Signature Authorization – Special Districts Local Boards for the Auditor-Controller

Director Whitehead made a motion, seconded by Director Brown, update the Signature Authorization – Special Districts Local Board form and submit it to the Lake County Auditor-Controller.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E4. Report, discussion and possible action on accepting Golden State Risk Management Authority (GSRMA) appraisal report

Director Whitehead made a motion, seconded by Director Brown, to accept the updated appraisal of Station 50 performed for Golden State Risk

Management Authority (GSRMA).

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E5. Report, discussion and possible action on CalPERS report regarding Holiday Pay errors from previous years

Director Whitehead made a motion, seconded by Director Brown, to acknowledge receipt of the Holiday Pay Audit from CalPERS.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E6. Report, discussion and possible action on funding the CalPERS Unfunded Accrued Liability (UAL)

A brief discussion was held regarding funding the Unfunded Accrued Liability (UAL) from CalPERS and it was decided to make this incorporate this discussion into the 23-24 budget process.

- E7. Report, discussion and possible action on 2022-23 budget modification

Director Warrenburg made a motion, seconded by Director Whitehead, to approve the mid-year budget modifications as submitted.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E8. Report, discussion and possible action on adopting a formal, written work period and overtime policy

Director Lucas made a motion, seconded by Director Whitehead, to approve the written work period and overtime policy as submitted

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E9. Report, discussion and possible action regarding adopting a formal, written Volunteer Debt Forgiveness policy in regard to LFPD volunteers who have an ambulance billing balance due to LFPD

Chair Gabe recused himself from participating and voting and on this item as he is a retired volunteer. Director Lucas chaired the meeting during this recusal.

Director Whitehead made a motion, seconded by Director Brown, to approve the Debt Forgiveness policy for active and retired volunteers, with the modification that the policy also include staff and the Board of Directors.

Ayes: Brown, Lucas, Warrenburg, Whitehead

Noes:

Recused: Gabe

Absent:

Motion Passes

- E10. Report, discussion and possible action regarding entering into a contract with Dennis Lockard, CFM & CBO for Fire and Life Safety Plan Review Services

Director Warrenburg made a motion, seconded by Director Lucas, to authorize Chief Reitz to enter into a contract with Dennis Lockard, CFM & CBO, for Fire and Life Safety Plan Review services.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E11. Report, discussion and possible action regarding entering into a contract with NC Bell for solar energy installation at Station 52

Director Brown made a motion, seconded by Director Warrenburg, to authorize Chief Reitz to enter into a contract with NC Bell for solar energy installation at Station 52. .

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Motion Passes

- E12. Report, discussion and possible action regarding granting an outgoing employee's request for a 6-month leave of absence in lieu of termination

This item was moved to the closed session

F. Request for Future Agenda Items

None.

G. Closed Session (GC §54957.7)

G1. Public Employment – Title: Captain (GC §54957) – Request for 6-month Leave of Absence

The board went into closed session at 7:30 PM

H. Open Session

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

The board returned from closed session at 7:40 PM and reported the following action: Chief Reitz was authorized to grant a 6-month leave of absence to Captain Mills, during which Captain Mills waives his right to being paid out the usual leave benefits upon termination.

I. Adjournment

Chair Gabe adjourned the meeting at 7:42 PM.

Respectfully Submitted: _____

Ray Lavelle, Acting Board Clerk

Read and Approved: _____

William Gabe, Board Chairman