



# 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**

**July 11, 2023, 5:00 P.M.**

**Lakeport Fire Protection District**

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

### A. Call to Order

A1. Pledge of Allegiance was led by Chair Gabe

A2. Roll Call

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

**Staff Present: Fire Chief Patrick Reitz and Admin Ray Lavelle**

A3. Motion to Approve July 11, 2023 Regular Meeting Agenda (GC §54954.2)

***Director Warrenburg made a motion seconded by Director Lucas, to approve the agenda as submitted, but with a correction to the Header on pages 2 & 3, which listed an incorrect meeting date.***

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

***Noes:***

***Absent:***

***Abstain:***

***Motion Passes***

A4. Announcement of Regular Meeting & Public Hearing on August 8, 2023 at 5:00 PM regarding adoption of 2023-24 budget

***Chair Gabe announced that the 2023-24 Budget Meeting and Public Hearing would be held on August 8, 2023 at 5:00 PM.***

**B. Consent Calendar**

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*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.*

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- B1. Motion to Approve June 13, 2023 Regular Meeting Minutes
- B2. Motion to Approve June 13, 2023 Special Meeting Minutes
- B3. Motion to Approve June 20, 2023 Special Meeting Minutes
- B4. Motion to Approve June 2023 Warrants/Expenditures (with CalCard detail)
- B5. Motion to Approve Payroll for the pay periods ending June 15 and June 30, 2023, and Holiday Pay for Jan-June

***Director Whitehead made a motion, seconded by Director Warrenburg, to approve the consent calendar as submitted, with a caveat that staff review the audio recording of the June 13, 2023 Regular and Special Meetings to determine which meeting the Moment of Silence was held in remembrance of three (3) CalFIRE firefighters who recently died and to alter the minutes if the wrong meeting was referenced.*** After review, staff determined that the Moment of Silence was held during the regular meeting as reflected in the submitted minutes.

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

***Noes:***

***Absent:***

***Abstain:***

***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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***A citizen thanked the firefighters who responded to a fire at her residence and Supervisor Michael Green thanked the firefighters for working on July 4<sup>th</sup>.***

**D. Reports – Information/Discussion**

**D1. Fire Chief's Report (see attached)**

- a) Incident Log for June 2023 was reviewed.
- b) Fleet Mileage/Hours/Service Report for June 2023 was reviewed.
- c) Update on purchase of 420 N Forbes St in Lakeport – Chief Reitz stated that the property purchase is in escrow and moving along

**D2. Administration/Finance Report**

- a) Update on Website – Admin Lavelle reported that work continues on the new website.
- b) Fiscal Year End Budget Report was reviewed.

- c) Update on 2023-24 Budget Process – A public hearing on the proposed 23-24 budget is scheduled for August 8, 2023 at 5:00 PM.

D3. Captains' Report (no report given)

D4. Professional Firefighters Association – Teamsters Local #856 Report (no report given)

D5. Volunteer Firefighters Association Report – Firefighter Tyson reported the association continues to fundraise for their training programs

D6. City Council Representative's Report - Councilmember Disney thanked the firefighters for working on July 4<sup>th</sup>.

D7. Directors Activity Reports – Director Brown talked about upcoming board training opportunities

E. Action Items

- E1. Review, discussion and possible vote on revising the Purchasing Policy to increase the purchase authorization limit of the Fire Chief

***Director Whitehead made a motion, seconded by Director Warrenburg to raise the spending limit for the Fire Chief, without needing board approval, to \$25,000.***

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

***Noes:***

***Absent:***

***Abstain:***

***Motion Passes***

- E2. Review, discussion and possible vote on accepting the draft of the 2021-22 financial audit

***The Board directed Staff to take the audit out to bid, beginning with the 2023-24 financial audit, after the 2022-23 financial audit has been completed.***

***Director Lucas made a motion, seconded by Director Whitehead, to accept the 2021-22 financial audit report as submitted.***

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

***Noes:***

***Absent:***

***Abstain:***

***Motion Passes***

F. Request for Future Agenda Items

**None**

G. Closed Session (GC \$54957.7)

G1. Review, discussion and possible vote on accepting the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2019 thru June 30, 2021 re: Reporting Holiday Pay to CalPERS. (GC \$54957.7)

G2. Review, discussion and possible vote on accepting the Memorandum of Understanding (MOU) Side-letter for the period July 1, 2021 thru June 30, 2024 (current MOU period) re: Reporting Holiday Pay to CalPERS. (GC \$54957.7)

**The Board went into Closed Session at 6:14 PM.**

H. Open Session

H1. Report on Closed Session (GC \$54957.1)

***The Board returned from Closed Session at 6:31 PM and Chair Gabe stated that they took no reportable actions.***

I. Adjournment

**Chair Gabe adjourned the meeting at 6:32 PM.**

Respectfully Submitted: \_\_\_\_\_  
Ray Lavelle, Board Clerk

Read and Approved: \_\_\_\_\_  
William Gabe, Board Chairman