



LAKEPORT FIRE PROTECTION DISTRICT

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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

August 8, 2023, 5:00 P.M.

Lakeport Fire Protection District

445 N. Main Street, Lakeport, CA 95453

A. Call to Order at 5:00 PM

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 August 8, 2023 Regular Meeting Agenda (GC §54954.2)

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

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

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 July 2023 Warrants/Expenditures (with CalCard detail)

B2. Motion to Approve Payroll for the pay periods ending July 15 and July 31, 2023

B3. Motion to Accept draft of June 30, 2023 GASB 75 Report and Valuation on the Other Post-Employment Benefits (OPEB) program

Admin Lavelle stated that minutes of the July 11, 2023 meeting would be distributed at the next board meeting. Director Brown made a motion, seconded by Director Lucas, to approve the consent calendar as submitted.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

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.

None

D. Public Hearing regarding 2023-24 Proposed Budget

Chair Gabe recessed the regular meeting and began the public hearing at 5:04 PM by asking for public comment regarding the proposed budget. There was none. The public hearing was adjourned at 5:05 PM and the regular meeting was reconvened.

Director Whitehead requested that Action Item F6 (Review, discussion and possible vote on the staff-proposed 2023-24 Adopted Budget) be addressed immediately following the public hearing, which Chair Gabe agreed to.

Director Whitehead made a motion, seconded by Director Warrenburg, to accept the staff-proposed Adopted Budget, as submitted. A roll call vote was requested.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

E. Reports – Information/Discussion

E1. Fire Chief's Report

- a) Chief's Activity Report (see attached)
- b) Incident Log for June 2023 was reviewed
- c) Fleet Mileage/Hours/Service Report for June 2023 was reviewed.
- d) Status of Union Negotiations re CalPERS Holiday Pay audit - Chief Reitz stated that a conference call has been scheduled between the District, the Union and CalPERS to discuss resolution to this issue.

E2. Administration/Finance Report

- a) Update on Website – Admin Lavelle reported that the website is set to “go live” at the end of the month. Director Lucas requested a preview link of the new website and Admin Lavelle will send the link to the board.
- b) Monthly Budget Report was reviewed.

E3. Captains' Report

- a) Presentation on Water Rescue Program Training and Launch – FF/Medic John “JT” Tyson gave a PowerPoint presentation on the launch of, and associated training for, the new Water Rescue Program

E4. Professional Firefighters Association – Teamsters Local #856 Report – Capt. Johnson reported on the upcoming meeting between the District, the Union and CalPERS

E5. Volunteer Firefighters Association Report – FF/EMT Brandon Morin gave a brief report on current activities and trainings

E6. City Council Representative's Report – Councilmember Brandon Disney gave a brief report on current activities

E7. Board of Supervisors Representative's Report – Supervisor Michael Green gave a brief report on current activities.

E8. Directors Activity Reports – no report given.

F. Action Items

F1. Review, discussion and possible vote on entering into a contract with FirstDue for all-inclusive software to run operations

Director Lucas made a motion, seconded by Director Brown, to authorize the Fire Chief to enter into a contract with FirstDue for operations software.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

F2. Review, discussion and possible vote on entering into a contract with CalFire for dispatch services and Kelseyville Fire Protection District for dispatch billing services

Director Whitehead made a motion, seconded by Director Lucas, to authorize the Fire Chief to enter into a contract with CalFire for dispatch services and Kelseyville Fire Protection District for dispatch billing services.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

F3. Review, discussion and possible vote on engaging Smith & Newell to perform the 2022-23 Audit (Engagement Letter)

Director Whitehead made a motion, seconded by Director Lucas, to authorize the Fire Chief to sign the engagement letter with Smith & Newell to perform the 2022-23 Audit.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

The Board directed staff to solicit requests for proposals from auditing firms for the next several years of audits.

F4. Review, discussion and possible vote on adjusting the 2023-24 Measure M parcel tax to account for inflation/cost of living allowance

Director Warrenburg made a motion, seconded by Director Lucas, to raise the Measure M parcel tax to \$6.65/benefit unit for the 2023-24 fiscal year. A roll call vote was requested.

Ayes: Brown, Lucas, Warrenburg & Gabe

Noes: Whitehead

Absent:

Abstain:

Motion Passes

F5. Review, discussion and possible vote on finalizing the purchase of 420 N Forbes and authorizing the utilization of Building Reserves to pay for the purchase (included in 2023-24 proposed budget)

Director Brown made a motion, seconded by Director Warrenburg, to finalize the purchase of 420 N Forbes St in Lakeport and to pay for the purchase through building reserves as indicated in the 2023-24 budget.

Ayes: Brown, Lucas, Warrenburg, Whitehead & Gabe

Noes:

Absent:

Abstain:

Motion Passes

The Board directed staff to arrange a work session to discuss the District's capital needs and how to finance them.

F6. Review, discussion and possible vote on the staff-proposed 2023-24 Adopted Budget

(item moved to Section D, Public Hearing on Proposed Budget)

G. Request for Future Agenda Items

Scheduling working session to prioritize capital needs/expenditures

Requesting donated ambulance back from Lakeport Police Department

Update on Grand Jury's recommendations from 2021-22 Civil Grand Jury Report

Swearing-in of new EMT and Paramedic Staff

H. Closed Session (GC §54957.7)

H1. Public Employment (GC §54957)

Title: Fire Chief

The board entered closed session at 7:01 PM

H. Open Session

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

The board returned from closed session at 7:28 PM and stated no reportable actions were taken.

I. Adjournment

Chair Gabe adjourned the meeting at 7:29 PM.

Respectfully Submitted: _____
Ray Lavelle, Board Clerk

Read and Approved: _____
William Gabe, Board Chairman