

## Board of Directors Regular Meeting

July 26, 2017

14815 Olympic Drive

Clearlake, CA

16:00 Hours

Chairperson Mike Dean called the meeting to order at 16:00 hours. Directors present: Tom Meisenbach, Richard Moore, Dennis Raleigh, John Spriet, and Diane Watson. Director Snyder was sworn into office during the regular agenda and assumed her duties at that time. Employees present; Chief Sapeta, Clerk of the Board Miasha Rivas, Captain Trask, Engineer Thoman, Engineer Shields, Engineer Hill, and EMT Vinyard. Others present; Clearlake Police Department Interim Police Chief Celli and Clearlake Police Department LT Snyder.

### Special Agenda Items:

- None.

### Citizen's Input:

- None.

### Consent Items:

- Director Watson made a motion to approve the minutes from the June 28, 2017 regular meeting. Director Spriet seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 0
- Director Spriet made a motion to approve the warrant register and pay the bills for June 2017. Director Watson seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 0

### Chief's Report:

1. Chief Sapeta reported that he attended the OES Region II Fire/Rescue Summit on 7/13/17 in Mather.
2. Chief Sapeta reported that the north coast group for the community paramedicine program was awarded at \$300,000 grant. Chief attended a meeting on 7/14/17 to determine baseline agencies impacted by super users. Additional super user candidates are being interviewed.
3. Chief Sapeta reported that he interviewed a potential instructor for the Lower Lake High School and Lake County Fire Protection District Fire Technology program. The kids will be back in the classrooms, but anything manipulative will take place at Station 65 or Station 70.

4. Chief Sapeta reported that he is still working on the potential transition to CalFire for dispatch services. There was an issue on a recent fire regarding LCSO dispatch not knowing what a strike team was. The chiefs provided some remedial training.
5. Chief Sapeta reported that since Lower Lake High School is not moving forward with building the classroom at Station 65, he has included the construction costs for the new sleeping quarters in the final 2017/18 budget on tonight's regular agenda for adoption.
6. Chief Sapeta reported that the first reading of Ordinance No. 17-0801 Adopting the 2016 California Fire Code is on tonight's regular agenda.
7. Chief Sapeta reported that he is behind on the Lexipol project due to higher priority tasks.
8. Chief Sapeta reported that he has attended a couple of the Lake County Fire Safe Council meetings to discuss the Countywide Vegetation Abatement Ordinance. The Chiefs requested that they adopt CalFire's 4290 and 4291. Tehema County's ordinance was suggested as a template for Lake County.
9. Chief Sapeta reported that he and BC Murch attended more meetings regarding the Adventist Health Clearlake's (AHC) 60-75 day automatic transfer switch project. AHC will hire 4 ambulances during the periods when their CT scanners are down.
10. Chief Sapeta reported that the 18<sup>th</sup> Avenue repaving project is winding down.
11. Chief Sapeta reported that there was a significant incident that happened over the weekend which impacted the employees of the District. There are memorial services on 7/27/17. He has arranged for CalFire to have resources at Station 70 and they will cover from the Clearlake city limits south and Northshore Fire will cover the north side of the District. BC Diener is working as the liaison between the family and District for any of their needs.
12. Chief Sapeta reported that the District has done cover assignments for CalFire in Middletown and Clearlake Oaks so far this season. These are being covered by the ABH agreements. There have been a tremendous number of requests for fire line EMTs and paramedics for the Modoc July Complex fire.
13. Chief Sapeta brought awareness again to the increasing number of first responder deaths due to suicide. He has reminded employees of the employee assistance program and encouraged the resources of the District Chaplain. Shift supervisors have been monitoring their crews for any potential issues or signals.
14. Chief Sapeta reported that he and Engineer Shields are discussing the possibility of replacing one of the reserve ambulances with a mini-mod. It is a van body with a gas engine. The modular box is a little smaller and narrower than the F-450 being used for the primary 911. The mini-mod will be more maneuverable and carry less equipment. The gas engine and smaller wheels will result in less maintenance costs.
15. Chief Sapeta reported that he had assisted South Lake County Fire with an Office of Traffic Safety grant which they have received preliminary approval for. Lake County Fire may be receiving approximately \$45,000 in extrication equipment as a result of their grant.
16. Chief Sapeta reported that he received information regarding the USDA Community Development grant. Engineer Shields will be looking into that grant for the potential of a new water tender and type 1 engine.
17. Chief Sapeta reported that once the final 2017/18 budget is adopted, Barry Trask will resume his work on the Station 70 construction in progress project. He will finish repairing the stairs to the living quarters, finish the final finishing items in the living quarters, finish the last of the siding

patch work on the outside of the building, repaint the exterior building and then move on to the dayroom.

18. Chief Sapeta reported that the union is reviewing the latest MOU draft and there may be potential revisions requested regarding the promotional step plan.
19. Chief Sapeta reported that the crews did an amazing job on the Murphy Fire.
20. Chief Sapeta reported that the tentative start date for new personnel will be the first week of August so that Station 65 can be staffed with 1 employee 24/7.
21. Chief Sapeta reported that the Lower Lake Open House is scheduled for 8/13/17. The volunteer association will be selling t-shirts for the 75<sup>th</sup> anniversary. It's being advertised with a banner in Lower Lake, Facebook, the sign board and flyers.
22. Chief Sapeta reported that he attended the Lake County Environmental Crime Task Force meeting on 7/12/17. The District should be receiving restitution for the Wiseda Fire of approximately \$15,000.

**Volunteer Association Input and Comments:**

- Engineer Shields reported that the July association meeting was cancelled due to the July 4<sup>th</sup> holiday.

**Employee Input and Comments:**

- None.

**Communications:**

- None.

**Committee Reports:**

- (a) Building – None.
- (b) Equipment – None.
- (c) Personnel – None.
- (d) Insurance – None.
- (e) Plans – None.
- (f) Financial – None.
- (g) Training – None.

**Regular Agenda Items:**

- Director Watson read a proclamation of Thanks to former Director Thomas for his 16 years of service to the LCFPD and Board of Directors. He was presented with a plaque for his 16 years of service.

Director Thomas expressed his sincerest thanks to the Board of Directors.

- Director Spriet made a motion to keep the LCFPD Board of Directors meetings at its current time of 4pm. Director Meisenbach seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 1  
Absent: 0

- Director Watson made a motion to appoint Jacqueline Snyder to fill the vacant Director position. Director Moore seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 0

Jacqueline Snyder took her Oath of Office as delivered by the Board Chairperson and assumed her duties as Director from this point forward.

- Director Watson made a motion to appoint Director Raleigh to the Building Committee, Director Snyder to the Insurance and Financial Committees as the alternate, and Director Watson to the Training Committee. Director Spriet seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0
- Director Spriet made a motion to adopt Resolution 17-0701 Requesting The Consolidation Of The Election To Be Held November 7, 2017. Director Watson seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Snyder, Spriet, Watson  
Noes: 0  
Absent: 0
- Director Spriet made a motion to adopt Resolution 17-0702 Approving the Prop 4 Compliance for Fiscal Year 2016/2017. Director Meisenbach seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Snyder, Spriet, Watson  
Noes: 0  
Absent: 0
- The Board of Directors heard the first reading of Ordinance No. 17-0801 in title only.
- Director Spriet made a motion to adopt the 2017/2018 Budget. Director Watson seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Snyder, Spriet, Watson  
Noes: 0  
Absent: 0
- Director Dean made a motion to table the agenda item to consider the First Amendment to Agreement Between the County of Lake and the Fire Protection Districts for Dispatch Services until further information is brought back from the Fire Chief's Assn. Director Watson seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0

- Director Spriet made a motion to adopt Resolution 17-0703 Authorizing The Purchase Of A New Phone System Not To Exceed \$14,000 and Authorize the Fire Chief to Enter Into Purchase Agreements As Needed. Director Meisenbach seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Snyder, Spriet, Watson  
Noes: 0  
Absent: 0
- Director Watson made a motion to surplus M7013 to Clearlake Police Department for \$1.00.  
Director Raleigh seconded the motion.  
Motion passed.  
Ayes: 7  
Noes: 0  
Absent: 0

**Old Business:**

- Chief Sapeta reported that the reason why the Station 70 stairs to the living quarters are not yet complete is because government codes state that capital asset expenses cannot be incurred until the final budget is adopted.

**New Business:**

- Director Dean inquired whether all the water companies put reflectors on the street to indicate fire hydrants. Chief Sapeta will follow up with the water companies.
- Chief Sapeta reported that BC Murch withdrew his retirement request for one more year.

**Closed Session:**

- None.

**Good of the Order:**

- Director Spriet thanked Chief Sapeta and Financial Analyst Miasha Rivas for their great work on the budget.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 17:07 hours.

Attest:

  
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Miasha Rivas, Clerk of the Board