

## Board of Directors Regular Meeting

September 27, 2017  
14815 Olympic Drive  
Clearlake, CA  
16:00 Hours

Chairperson Mike Dean called the meeting to order at 16:00 hours. Directors present: Richard Moore, Dennis Raleigh, Jacqueline Snyder, John Spriet, and Diane Watson. Employees present; Chief Sapeta, Clerk of the Board Miasha Rivas, Clerical Secretary Debra Jorgensen, Battalion Chief Murch, Captain Inman, Engineer Pindell, and Engineer Shields.

### Special Agenda Items:

- None.

### Citizen's Input:

- None.

### Consent Items:

- Director Watson made a motion to approve the minutes from the August 23, 2017 regular meeting with the correction of the spelling of her last name. Director Spriet seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Spriet made a motion to approve the warrant register and pay the bills for August 2017. Director Raleigh seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1

### Chief's Report:

1. Chief Sapeta reported that a member of the volunteer association is not present. There has not been a lot of activity, but there have been a couple resignations due to family and personal reasons.
2. Chief Sapeta reported that The Lodge at 8466 Lake St in Lower Lake is where they want to hold concerts. There are numerous safety issues, and they have not pulled any permits.
3. Chief Sapeta reported that the District is going to withdraw from the interfacility transport program until at least mid-year due to ongoing issues. The District will still augment when needed and maintain priority one transports.

4. Chief Sapeta reported that he continues to work with Adventist Health Clearlake on the community outreach program. Chief Sapeta, Engineer Pindell, and Chairperson Dean met with Marilyn at one of the facilities in Lower Lake.
5. Chief Sapeta reported that he will be meeting with Jessica Telefero and the instructor of the Lower Lake Fire Technology class regarding some minor issues. There are some definite dynamical changes between the previous instructor and the new instructor.
6. Chief Sapeta reported that the call volume at Station 65 is greater than the crews had originally thought. The fire on Hoffacker made him realize that the need for a second bed in the sleeping quarters is needed now instead of later. Within the next 30 days the HIPPA room will be emptied and moved to Station 70, and the remodel will move forward.

Director Watson reported that she is waiting for her new refrigerator from Lakeside Appliance. They have agreed to deliver her old refrigerator to Station 65 free of charge.

Director Moore donated \$200 towards the purchase of a second bed at Station 65.

7. Chief Sapeta reported that the City of Clearlake Marijuana ad hoc committee met on 9/18/17 to discuss the City ordinance. The ordinance should address the cultivation, processing and manufacturing components of the industry. Once an ordinance is approved, it would be presented to the District Board for adoption and the fee schedule would need to be amended.
8. Chief Sapeta reported that Lexipol has moved slowly due to recent, higher priority issues and tasks.
9. Chief Sapeta reported that the Lake County Fire Chief's Association continues to work with county officials on a vegetation abatement ordinance which would adopt 4290 and 4291. There is a subcommittee comprised of Chief Beristianos, CalFire, Supervisor Brown, and Laurie Hutchison from the Fire Safe Council working on this.
10. Chief Sapeta reported that the second round of updates for the Adventist Health Clearlake's automatic transfer switches was done.
11. Chief Sapeta reported that the 18<sup>th</sup> Avenue repaving project looks and feels great. It will greatly enhance the evacuation routes from the East side of Hwy 53.
12. Chief Sapeta reported that the living quarters at Station 70 is complete and looks great.
13. Chief Sapeta reported that the MOUs are complete through June 2018.
14. Chief Sapeta reported that the crews are doing an amazing job with the recent increase in overall calls and the increase in traumatic call types.
15. Chief Sapeta reported that Engineer Hill did a 5 day deployment to the Slide Fire in the Mendocino National Forest. His costs will be reimbursed by the California Fire Assistance Agreement.
16. Chief Sapeta reported that he secured an additional \$20,000 through the Volunteer Firefighter's Assistance Grant.
17. Chief Sapeta reported that he met with Lower Lake community members for the potential future expansion to the water system in the Sunrise Estates and general pre-winter concerns for the watershed from Hwy 53 at Hwy 29 to the area northeast of the bridge on Jesse Street.

Director Watson was concerned that this was a County issue, not the fire district's. Chief Sapeta reported that some of the issues identified will impact the District's ability to respond. However, he did make it clear that any requests to the County for mitigation be done from the Lower Lake Community Action Council or local residents.

18. Chief Sapeta reported that he attended an active shooter state table top pre-planning meeting on 9/11/2017. The actual exercise will be later this year.
19. Chief Sapeta reported that he would like to look at attending the IAFC conference in November in Fresno. They are hosting a variety of leadership seminars along with concerns regarding future fire services.
20. Engineer Pindell provided an overview of the Health Leadership Network (HLN) grant program and the role of the District. Copies of a Community Outreach Program handout were provided to the Board and any public members in attendance. The HLN was awarded a \$300,000 a year for 3 years from the Health Resources and Services Administration.
21. Director Spriet reported that he read in the newspaper that the District received money from the Wiseda incident. Chief Sapeta reported that this was true. It was restitution money meant to reimburse the District for its response. The payments were made directly from the property owner and deposited into the Other Misc Revenue account.

**Volunteer Association Input and Comments:**

- None.

**Employee Input and Comments:**

- None.

**Communications:**

- Chief Sapeta reported that communications were received that require a special meeting for a closed session.

The Board set and approved a special meeting for Monday, October 2, 2017 at 5:30pm and 14815 Olympic Drive, Clearlake CA 95422.

**Committee Reports:**

- (a) Building – None.
- (b) Equipment – Director Watson reported that the equipment committee met after the August board meeting. The District is looking at the following:
  - Purchasing a type 1 OES engine for \$400,000 through a USDA grant, with matching funds.
  - Purchasing a first out water tender with a grant secured by Lake County Air Quality, with possible matching funds.
  - Surplusing E-7121 if the purchase of the type 1 OES engine mentioned above is successful.
  - Surplusing E-7221. It is currently out of service and antiquated.
  - Allowing the district mechanic to have a used equipment fund to immediately purchase equipment when available.

Chief Sapeta reported that the Board already has a reserve set up for equipment and monies are in it. Due to the District's fixed asset policy and government codes dictating the use of reserves, the Board must approve the purchase of equipment over \$5,000 and must approve the use of any monies in the reserve accounts. Special meetings can be set with the proper Brown Act notifications so that purchases can be made in a more expedited fashion.

Chief Sapeta reported that even though the District may need to replace equipment, he has a responsibility to remain fiscally sound with the operating funds and reserves. Those reserves are also crucial during catastrophic events, as Lake County has seen over the past couple of years.

If equipment is located at a reasonable cost, a proposal should be submitted to the Chief with the complete details and validation for the purchase. If the Chief is able to validate the need and the fiscal capabilities, then the Board would be convened as soon as Brown Act will allow.

Director Snyder requested that staff prepare a timeline showing when and what equipment needs to be replaced so that planning can take place accordingly.

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

**Regular Agenda Items:**

- Director Watson made a motion to continue the board meetings for October, November, and December 2017 as the 4<sup>th</sup> Wednesday of the month at 4pm at Lake County Fire Protection District Station 70. Director Snyder seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Watson made a motion to dissolve the Board's standing committees for better compliance with the Brown Act. Director Moore seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Spriet made a motion to appoint Director Raleigh, Director Dean, and Director Spriet to the Station 70 Construction In Progress ad hoc committee which is anticipated to span over multiple fiscal years. Director Raleigh seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Watson made a motion to appoint Director Spriet, Director Meisenbach, and Director Dean to the Station 65 Remodel ad hoc committee which is anticipated to be complete during this 2017/2018 fiscal year. Director Snyder seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Watson made a motion to appoint Director Watson, Director Meisenbach, and Director Spriet to the Equipment Surplus ad hoc committee. The committee would look at the surplus of L7011, E7121, E6531, and S6541. Director Spriet seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1

- Chairperson Dean tabled the consideration and approval for the Fire Chief to pursue ambulance billing services with Novato Fire and bring a contract back to the board until further notice.
- Director Watson made a motion to adopt Resolution 17-0901 Cancelling Funds from Reserves/Designations to Fund Balance for Overtime and Extra-Help Salaries in the amount of \$100,000. Director Moore seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Moore, Raleigh, Snyder, Spriet, Watson  
Noes: 0  
Absent: Meisenbach

**Old Business:**

- Chief Sapeta reported that the primary contract for dispatch services with CalFire will be between CalFire and Kelseyville Fire Protection District. As a result, Kelseyville Fire is drafting subcontracts with Lakeport Fire, Northshore Fire, and Lake County Fire. Those subcontracts will require each district to be fiscally responsible for a portion of the CalFire contract based upon each district's percentage of the total call volume. The contract would also not allow any district to withdraw from the contract where it would put any additional financial responsibility on the remaining districts. All of the fire districts would be required to cancel the contract at the same time. The contract will be vetted by an attorney before being presented to the Board.

Director Snyder voiced some concern that LCFPD could not withdraw from the contract unless the other three districts agreed.

**New Business:**

- Chief Sapeta encouraged the Board to watch the County of Lake BOS meeting from September 19, 2017, to view and listen to the discussion regarding the Lake County Sheriff wanting to take over the Seigler Red Net radio frequency which is currently being used as the primary frequency for the fire districts in Lake County. Red Net was originally purchased by Lakeshore Fire and transitioned to the Lake County Fire Chief's Association. They are currently looking for all the historical records to show the ownership and transitions of Red Net.

The Fire Chiefs are asking to continue to use the communications infrastructure that they have all built up over the past 30-40 years. The Chiefs have had discussions with individual County Supervisors to discuss the issues. The Supervisors seem to be under the impression that the issues have been only recent and didn't realize they had been ongoing for several years.

The Fire Chiefs sent out an objective request for proposal with everything they wanted and needed. CalFire returned a proposal for \$438,000 for services that matched what the Fire Chiefs requested. The County of Lake returned a proposal increasing fees by \$340,000 with no change in service, which the Chiefs have already determined do not meet their needs.

**Closed Session:**

- None.

**Good of the Order:**

- None.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 17:42 hours.

Attest:

  
Miasha Rivas, Clerk of the Board