

## Board of Directors Regular Meeting

January 24, 2018  
14815 Olympic Drive  
Clearlake, CA  
16:00 Hours

Chairperson Mike Dean called the meeting to order at 16:00 hours. Directors present: Director Meisenbach, Director Moore, Director Raleigh, Director Spriet, and Director Watson. Employees present: Chief Sapeta, Clerk of the Board Miasha Rivas, Clerical Secretary Debbie Jorgensen, Captain Deakins, Battalion Chief Murch, Engineer Pindell and Engineer/Mechanic Shields. Others present: Bridget McLeran.

### Special Agenda Items:

- None.

### Citizen's Input:

- None.

### Consent Items:

- Director Watson made a motion to approve the minutes from the December 27, 2017 regular meeting. Director Raleigh seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Moore made a motion to approve the warrant register and pay the bills for December 2017. Director Watson seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1

### Chief's Report:

1. Chief Sapeta reported that there are perspective volunteers but not any new voted in volunteers.
2. Chief Sapeta reported on updates regarding the Sulphur Fire slow recovery process. He is monitoring areas for potential slide activity.
3. Engineer Pindell reported that he participated in the annual Point In Time count and survey of the homeless population. Project Restoration is right around the corner from being able to start assessing and connecting patients who have residences and who heavily utilize emergency services for day to day support, to supplemental services which will hopefully alleviate their use.

4. Chief Sapeta reported that there is a significant weather event expected which will bring lower snow levels.
5. Chief Sapeta reported that the instructor they had been looking at for the Lower Lake Fire Technology class got called back to CalFire for recovery efforts. They won't know about other potential instructors until closer to the end of the school year.
6. Chief Sapeta reported that they received some resolution regarding the use of Red Net Seigler. A control station owned by the State has put out a bid for a whole new system rebuild. The Fire Chiefs Assn put a request in to LARKA for funding this.
7. Chief Sapeta reported that Captain Deakins continues to work with Barry Trask on the Station 70 CIP. Barry is currently working on replacing the ceiling t-bar and tiles.
8. Chief Sapeta reported that not much has changed regarding the marijuana cultivation permit application process. He re-emphasized to the applicants that once a set of building plans and the building permit application are received the District would respond only to what is relevant within its sphere of influence. BC Diener did speak with a Mendocino County building inspector and Chief Gilbert in Colusa County regarding the extraction systems.
9. Chief Sapeta reported that Lexipol is still in the works.
10. Chief Sapeta reported that it is still a slow go on the 4290 and 4291 standards for the Vegetation Abatement Ordinance. They met recently, but they are still a long way off from the County adopting an ordinance.
11. Chief Sapeta reported that the District shut down the Interfacility Transport program in October 2017. He discontinued as a Duty Chief in December 2017. He will assist as he is able to, but until the hospitals work out their issues with the transfer centers, the District will not re-enter the program.
12. Chief Sapeta reported that the crews have done an amazing job on recent incidents. The NFIRS system shows about 4,583 calls in 2017. There could be a couple hundred calls not captured here due to patients walking in or calling the office directly.
13. Chief Sapeta reported that there was a mercury event at Lower Lake Elementary. The students who had direct contact with the mercury were sent for medical evaluation as a precaution. There were a total of 9 patients evaluated. There was excellent multi-agency collaboration.
14. Chief Sapeta reported that there was an active shooter event today near Pomo school.
15. Chief Sapeta reported that he and Miasha Rivas met with CalOES regarding the FMAG and CDAA for the Sulphur Fire.
16. Chief Sapeta reported that the mid-year budget projections are in. Miasha Rivas reported that the District has not yet seen a decrease in property tax revenue due to the fires over the past couple of years.
17. Chief Sapeta reported that the City of Clearlake has contracted with Tractor Supply and Big 5 Sporting Goods which will move into the old Ray's Food building. They anticipate opening in June.
18. Chief Sapeta reported he is working with the County regarding accounts payable issues.

**Volunteer Association Input and Comments:**

- None.

**Employee Input and Comments:**

- Battalion Chief Murch reported that they lost the transmission in a type I engine over the holidays. While it was out for repairs, they lost the other type I engine. He would like to agendize the formation of an ad hoc committee for the replacement of fire apparatus.

**Communications:**

- Director Watson read the communication from the Lake County Professional Firefighters Association regarding contract negotiations.

**Committee Reports:**

- (a) Station 70 CIP – Chief Sapeta reported on what repairs are scheduled to be next. Engineer/Mechanic Shields reported he replaced all the exterior lights. They also replaced the surveillance system.
- (b) Station 65 Remodel – Chief Sapeta reported that the new door is on the office and the sleeping quarters will move forward as able.
- (c) Equipment surplus (L7011, E7121, E6531, and S6541) – Director Watson reported they have not met.
- (d) Board Policy Manual Revision – Director Watson reported they are progressing with making changes, but are not ready to bring a draft to the Board yet.

**Regular Agenda Items:**

- Director Watson made a motion to adopt an amendment to the Lake County Fire Protection District Board of Director's Policy and Procedures Manual Article 5.13. Director Moore seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Watson made a motion to adopt Resolution 18-0101 Replenishing Reserves/Designations for Overtime and Extra-Help Salaries in the amount of \$100,000. Director Spriet seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Spriet, Watson  
Noes: None  
Absent: Snyder
- Director Watson made a motion to adopt Resolution 18-0102 Replenishing Reserves/Designations for Overtime and Extra-Help Salaries in the amount of \$160,000. Director Raleigh seconded the motion.  
Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Spriet, Watson  
Noes: None  
Absent: Snyder
- Director Watson made a motion to approve the Agreement for Final Design, Development and Implementation Cost and Fund Accounting System in the amount of \$6,450 and authorize the Board Chairperson to sign. Director Moore seconded the motion.  
Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1

- Director Watson made a motion to approve the Agreement for Maintenance and System Services for CAMS-Cost Accounting Management System in the annual amount of \$1,000 which is subject to a 10% system upgrade fee and COLA increase annually. Director Moore seconded the motion. Motion passed.  
Ayes: 6  
Noes: 0  
Absent: 1
- Director Watson made a motion to adopt Resolution 18-0103 Approving the Purchase of Medical Rescue Equipment and Giving the Fire Chief Authority to Enter Into and Execute Purchase Agreements and Any Other Necessary Tasks Related to Putting the Equipment into Service. Director Raleigh seconded the motion. Motion passed by roll call vote.  
Ayes: Dean, Meisenbach, Moore, Raleigh, Spriet, Watson  
Noes: None  
Absent: Snyder

**Old Business:**

- The Board appointed Director Watson and Director Raleigh to the 2018 MOU negotiating ad hoc committee.
- Chief Sapeta reported that he is waiting on a quote from Clearlake Machine Shop to have office furniture built. He is also watching sites such as Craig's List. He reached out to the County surplus program. He will be working on a proposal of items needed or wanted for the dayroom and offices. He will also be looking at the State and Federal surpluses.

**New Business:**

- Chief Sapeta reported on issues with the ambulance billing company, HSI. A notice of intent to terminate has been delivered to HSI. He met with a figure head of the company who seemed unwilling to remedy the breaches of contract that have been identified. He is awaiting a final response from them. In the meantime, he has been talking with Novato Fire as the potential agency to take over the billing services.

**Good of the Order:**

- Chief Sapeta reported that a burn permit was sold to a property owner who later realized that they were not allowed to burn what they had intended to burn. The property owner requested a refund. Chief Sapeta spoke with Air Quality Management who approved the refund and it was issued. The property owner was upset and requested to know what authority was above the Fire Chief. The information was provided.
- Chief Sapeta requested that the Board schedule a special meeting to discuss and approve the purchase of a Type III Model 5 engine. The Board scheduled a special meeting on Sunday, January 28, 2018 at 12pm at Station 70.
- Director Spriet expressed thanks to BC Murch and Engineer Shields for all the effort they are putting forth with the District's equipment.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 17:41 hours.

**Attest:**

  
Miasha Rivas, Clerk of the Board