

# LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,  
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## Board of Directors Regular Meeting

April 28, 2021

Located at Lake County Volunteer Firefighter's Assn building  
14815 Olympic Drive  
Clearlake, CA 95422

Director Loustalot called the meeting to order at 1600 hours.

Directors present: Director Fults, Director Loustalot, Director Moore, Director Watson, Chairperson Snyder (Via GoToMeetings, left meeting at 1822).

Employees present: Fire Chief Sapeta, Fire Marshal Smith, Financial Analyst Rivas, Finance Assistant Franklin, Captain Deakins, Captain Inman, Associate Volunteer Clanton.

Others present: Bruno Sabatier (via GoToMeetings), Mario Ballard.

### **Pledge of Allegiance**

**A moment of silence for our brother and sister fallen firefighters.**

### **Special Agenda Items:**

- Citizen's input – None.

### **Consent Items:**

- Director Watson made a motion to approve the minutes from the March 24, 2021 regular meeting. Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to approve the warrant register and pay the bills for March 2021. Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1

### **Chief's Report:**

- Fire Chief Sapeta provided an update on the recent calls for service which have been increasing. There have been more multi-casualty incidents. In the last 6 months countywide, there have been about 12 fatal accidents. The Captains and the Chaplain have been talking with the crews and monitoring their mental health.
- Fire Chief Sapeta provided an update on COVID-19. In 2 to 4 weeks, the drive throughs will be transitioning into appointments at designated facilities. A large percentage of people are not getting their second doses.

- Fire Chief Sapeta provided an update on the LCFCA meeting. They got to meet Lakeport Fire Chief, Jeff Thomas. They will meet with the area coordinators for Yolo, Mendocino and Colusa counties to talk about repositioning during fire season.
- Fire Chief Sapeta reported that he and Financial Analyst Rivas will be reviewing the EMS JPA Op Plan and Bylaws.
- Fire Chief Sapeta reported that the new Engine 7021 should be delivered the 1<sup>st</sup> week of May.
- Fire Chief Sapeta reported that the new Fire Chief truck has arrived, but they are waiting on backordered items before it can be put into service.
- Fire Chief Sapeta provided an update on the current recruiting status. For the first time in a long time the District is fully staffed. Firefighter Handa, Firefighter Dobkins, Firefighter Felter and Firefighter Munos are all new but inexperienced and don't have any practical fire application.
- Fire Chief Sapeta reported that there are fuel reduction projects for the areas around Safeway, Walmart, The Chatman tract, and Dam road. The area behind Safeway is going to be a new soccer and baseball field. They cleaned up about 8 to 10 acres by Walmart, and the area by Dam Rd is slowly getting cleaned up.
- Fire Chief Sapeta provided an update on the IFT/Priority One program. The current criteria is that the sending physician can make the request, but the EMS Duty Chief has to validate and approve it, and the patient has to be symptomatic.
- Fire Chief Sapeta provided an update on the Station 65 office remodel. The new floors and furniture look phenomenal.
- Fire Chief Sapeta provided an update on Goat Mountain. They are preparing for the new vault. The radio equipment won't go in until after fire season. It has been in the works for over 8 years.

#### **Fire Marshal's Report:**

- Fire Marshal Smith provided an update on the vegetation abatement program. They have decided, as a group, to target the Clearlake Avenues also known as Chatman tract as a priority. As of April, they have sent out more than 30 Notice to Abate letters to non-complaint homeowners. He hopes for 500 inspections this summer.
- Fire Marshal Smith reported that he has been working with the County on unpermitted building sites. The County's new cannabis code enforcement team are able to make mitigations within 2 weeks for illegal grow sites. After meeting with the County's Fire Marshal, they will be looking at options to cite the unincorporated areas.
- Fire Marshal Smith reported that the annual inspections for the apartment complexes are going good and almost complete. About 75 percent of the apartment complexes haven't kept up with their fire alarm and sprinkler inspections. They have 30 days to correct the violations.
- Fire Marshal Smith reported that there has been a 500% increase in revenue from last fiscal year.

#### **Chaplain's Report:**

- None.

#### **Volunteer Association Input and Comments:**

- Associate Volunteer Clanton reported that the Association is back to normal meetings. They have 1 new member to vote on next month.

#### **Employee Input and Comments:**

- Captain Deakins read his retirement letter and asked permission from the Board to use the concrete patio for his retirement party.
- Director Watson made a motion to allow Captain Deakins to use the concrete patio for his retirement party.  
Director Loustalot seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1

**Communications:**

- None.

**Closed Session:**

- The Board convened into closed session at 1631 hours.
- The Board reconvened from closed session at 1659 hours.
- As per Government Code Sec. 54957, the Board of Directors met in closed session for Public Employee Performance Evaluation. Title: Paramedic. No action was taken.
- As per Government Code Sec. 54957, the Board of Directors met in closed session for the Public Employee Performance Evaluation. Title: Fire Chief. No action taken

**AD HOC Committee Reports:**

- Staff Turnover Analysis – None.
- Safety MOU Amendment – Director Watson reported that she sent an email to the Union and has received no response. Captain Deakins replied that the Union hasn't had meetings due to COVID. Meetings should resume in May.
- 2021/2022 Budget Committee – Director Watson reported that they are preparing to meet.

**Old Business:**

- Discussion regarding outside bank accounts – Financial Analyst Rivas reported that she has reached out to a few banks and Redwood Credit Union is looking like the better option. She is still waiting for some more data and will have more information next meeting.
- Discussion regarding Direct Charges – The contract for NBS is in the regular agenda. NBS suggested breaking up the commercial/industrial and residential/agricultural Direct Charges because there are so many parcels and Direct Charges are due in August. NBS suggested we focus on commercial and industrial for this August because that's where we are lacking the most revenue from. In the fall they will work on the residential and agricultural for August 2022. The NBS cost to analyze each parcel is \$12,500 for commercial/industrial and \$12,500 for residential/agricultural. They also want another \$12,500 for compiling their data and submitting it to the Auditor.
- Use of the Association Room for Board Meetings – Per minutes from the Association meeting in December, they voted to allow the Board to use the Association room for monthly meetings without having to ask for permission.
- Brown Act refresher – Financial Analyst Rivas reported that she attempted to reach out to County Counsel Anita Grant with no response. The Board will meet with Jones & Mayer when they have availability.

## Regular Agenda Items:

- Director Watson made a motion to consider and adopt Resolution 21-0401 Appropriating Reserves/Designations for the Ground Emergency Medical Transport Quality Assurance Fees for 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2020 in the amount of \$36,693.  
Director Fults seconded the motion.  
Motion passed by roll call vote.  
Ayes: Fults, Loustalot, Moore, Watson, Snyder  
Noes: None  
Absent: Dean  
Abstain: None
- Director Watson made a motion to consider and award Bid 20/21-01 for Station 70 Apparatus Bay repairs to Bridges Construction in the amount of \$64,705.56.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to consider and approve NBS contract for direct charges assessments for FY 2021/22 in the amount of \$12,500 with the recommendations from Financial Analyst Rivas.  
Director Fults seconded the motion.  
Director Watson  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 212 Travel Policy with corrections.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt the new Lexipol Policy 214 Purchasing Policy which will replace the Purchasing Policy adopted in 2008.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt the new Lexipol Policy 215 Capital Asset Accounting and Inventory Control which will replace the Fixed Asset Accounting Policy adopted in 2008.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt the new Lexipol Policy 216 CalCard Purchasing which will replace the CalCard Purchasing Policy adopted in 2008.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0

Absent: 1

- Director Watson made a motion to review and adopt revisions to Lexipol Policy 900 Illness and Injury Prevention Program with corrections.  
Director Moore seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt the new Lexipol Policy 922 Roadway Incident Safety.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1000 Recruitment and Selection.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1001 Performance Evaluations.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1002 Promotions and Transfers.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1012 Discriminatory Harassment.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1013 Conduct and Behavior.  
Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to review and adopt revisions to Lexipol Policy 1022 Workplace Violence with corrections.

Director Fults seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1

- Director Fults made a motion to review and adopt revisions to Lexipol Policy 1026 Personal Appearance Standards.  
Director Watson seconded the motion.  
Motion passed.  
Ayes: 5  
Noes: 0  
Absent: 1
- Director Watson made a motion to consider and appoint vacant Board of Directors seat to Mario Ballard.  
Director Fults seconded the motion.  
Motion passed by roll call vote.  
Ayes: Fults, Loustalot, Moore, Watson, Snyder  
Noes: None  
Absent: Dean  
Abstain: None
- Chairperson Snyder delivered the Oath of Office to Director Ballard.

**New Business:**

- Director Fults made a motion to increase Board of Directors meeting compensation to \$10.00 per Director per month.  
Director Moore seconded the motion.  
Motion passed.  
Ayes: 4  
Noes: 0  
Absent: 2


**Good of the Order:**

- Director Watson thanked Captain Deakins for encouraging her to be on the board. She thanks Captain Deakins and Captain Inman for training her. Director Watson thanked the crew for all their hard work and wants them to know they are appreciated.

**Adjournment:**

- The regular meeting of the Board of Directors adjourned at 1826 hours.

**Attest:**

  
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Miasha Rivas, Clerk of the Board