

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE,
CALIFORNIA 95422
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Board of Directors Regular Meeting

June 23, 2021

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

Chairperson Snyder called the meeting to order at 1600 hours.

Directors present: Director Ballard, Director Dean, Director Fults, Director Moore, Director Watson, Chairperson Snyder.

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

Others present: Wendy Deakins, Chaplain Graveson.

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 May 17, 2021 special meeting. Director Dean seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1
- Director Watson made a motion to approve the minutes from the May 26, 2021 regular meeting. Chairperson Snyder seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1
- Director Watson made a motion to approve the warrant register and pay the bills for May 2021. Director Ballard seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1

Chief's Report:

- Fire Chief Sapeta provided an update on the recent calls for service which have been increasing. He reported on the Wilkinson fire off of Wilkinson and Dam rd. It was an augmented dispatch so there

were a lot of resources that came to help. The fire was 25 acres with no fatalities. The crews will be there for a few days to monitor for flare ups.

- Fire Chief Sapeta provided an update on fuel moisture levels, which are 100 days ahead of schedule.
- Fire Chief Sapeta provided an update on COVID-19. He has opted to stay with the current COVID prevention plan due to conflicting guidelines. Employees will continue to wear masks and social distance.
- Fire Chief Sapeta provided an update on the LCFCA meeting. He met with Chief White of the Clearlake Police Department. The Clearlake Police Department would be a secondary public safety answering point in the event the communications center would go down. The \$30,000 project would be split between 5 Districts and should be put into place by August.
- Fire Chief Sapeta reported that the LCFCA is looking into applying for a DEA 222 form for narcotics. They will be moving forward with the Narcan distribution program. They will not be distributing out of the station but will offer a replacement when responding to an incident where it was used.
- Fire Chief Sapeta provided an update on the 4th of July festivities. There will be a street fair, carnival, concert, and fireworks. Fireworks calls won't be dispatched. They will just be sent by phone so the District can self-triage. All other emergency calls will resume as usual.
- Fire Chief Sapeta reported that the Sheriff signed the agreement for the vault on Goat Mountain.
- Fire Chief Sapeta reported that he is looking into different electronic Patient Care Reporting systems with possible time and cost efficiencies.
- Fire Chief Sapeta reported that the new Engine 7021 is here, but the new Chief vehicle is delayed due to vendor issues.
- Fire Chief Sapeta provided an update on the current recruiting status. The District is 100% staffed.
- Fire Chief Sapeta reported that Operation Get Ready will happen 2 times a year during winter preparedness.
- Fire Chief Sapeta provided an update on the IFT/Priority One program. He is making a final response to Public Health.
- Fire Chief Sapeta reported that Hillside Honda donated a new side-by-side valued at about \$10,000. Director Moore has an ATV trailer if the District is interested.

Fire Marshal's Report:

- Fire Marshal Smith provided an update on vegetation abatements. The vegetation abatement enforcement has been upgraded to align with the City's citation program. Properties will receive an initial inspection and then have 2 weeks to abate before a citation is issued.
- Fire Marshal Smith reported that there is a new apartment complex project that is in the works. The new buildings will accommodate approximately 120 new apartments. It is a massive project with a lot of plan review required.
- Fire Marshal Smith reported that there are 26 commercial cannabis business within the District's jurisdiction that the District was unaware of and could be missing revenue from. He will be working with them to become compliant with District requirements.
- Fire Marshal Smith reported that the school inspections are complete. Fire alarm system tests are in progress. Lower Lake schools are getting new fire alarm systems installed. They have until the 1st day of the school year to have the alarm systems certified.

Chaplain's Report:

- Chaplain Graveson reported that he has been meeting with each shift and trying to meet the new hires. He adopted a puppy and is looking into getting him trained to be a comfort dog. He observes the crews to be in good spirits.

Volunteer Association Input and Comments:

- None.

Employee Input and Comments:

- None.

Communications:

- None.

AD HOC Committee Reports:

- Staff Turnover Analysis – Director Fults stated that he's not sure if there is a need for this ad hoc. Financial Analyst Rivas reminded the Board of the CPS report for Arcata Fire. They are still awaiting the report.
- Safety MOU Amendment – Director Watson has nothing to report.
- 2021/2022 Budget Committee – Director Watson has nothing to report.

Regular Agenda Items:

- Chairperson Snyder read the Proclamation of Fire Captain Dave Deakins 33 years of service.
- Director Watson made a motion to consider and approve the surplus of (2) Kenwood UHF Mobile Radios.
Director Fults seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1
- Director Watson made a motion to consider and approve Lexipol Policy 337 Duty Firearms and Use of Force update.
Director Ballard seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1
- Director Watson made a motion to consider and approve Lexipol Policy 1030 On-Duty Injuries update.
Chairperson Snyder seconded the motion.
Motion passed.
Ayes: 6
Noes: 0
Absent: 1
- Director Watson made a motion to consider and approve Lexipol Policy 1038 Family and Medical Leave update.
Director Moore seconded the motion.
Motion passed.

Ayes: 6
Noes: 0
Absent: 1

- Director Watson made a motion to consider and approve closing the payroll clearing and ambulance revenue bank accounts at Bank of the West and open new accounts at Redwood Credit Union. Chairperson Snyder seconded the motion.

Motion passed.

Ayes: 6
Noes: 0
Absent: 1

Account signers will be Chairperson Snyder, Director Watson, and Director Dean.

- Director Watson made a motion to consider and adopt Resolution # 21-0601 Increasing Reserves as a Result of Participation in the State Intergovernmental Transfer Program in the amount of \$1,481,469. Director Fults seconded the motion.

Motion passed by roll call vote.

Ayes: Ballard, Dean, Fults, Moore, Watson, Snyder
Noes: None
Absent: Loustalot
Abstain: None

- Director Watson made a motion to consider and approve to waive the formal bidding process, pursuant to the Lake County Fire Protection District Lexipol Policy 214.6, as it is not in the public interest due to the unique nature of goods or services; and approve the GovInvest SaaS Services Agreement for labor costing and financial modeling software for a period of 2-years in the amount of \$22,000. Chairperson Snyder seconded the motion.

Motion passed.

Ayes: 6
Noes: 0
Absent: 1

Old Business:

- Financial Analyst Rivas reported that the County's tax sale of properties in the City resulted in a District deficit of over \$19,000.

New Business:

- None.

Good of the Order:

- Director Watson would like to thank the crews for the excellent work on the Wilkinson Fire, and congratulations to Captain Deakins.

Adjournment:

- The regular meeting of the Board of Directors adjourned at 1642 hours.

Attest:



Miasha Rivas, Clerk of the Board