



South Lake County Fire Protection District
— in cooperation with —
California Department of Forestry and Fire Protection

P.O. Box 1360 Middletown, CA 95461 - (707) 987-3089

NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, October 19, 2021 at 7:00 p.m.
Located at the Middletown Fire Station Board Room,
21095 Highway 175, Middletown, CA 95461

1. *President Comisky called meeting to order at 7:05 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Present: Directors Rob Bostock, Stephanie Cline, and Madelyn Martinelli, Vice President Devin Hoberg, and President Jim Comisky, Also present Chief Paul Duncan, Battalion Chief Mike Wink, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **CLINE/HOBERG MOTION** to approve agenda: *AYES: Cline, Hoberg, Bostock, Martinelli, Comisky. NOES: None. MOTION CARRIED.*
5. Consideration of approval of videoconference option under AB 361. Board will consider approval of findings that there remains a State proclaimed COVID 19 health emergency and local officials continue to impose or recommend measures to promote social distancing.

Director Cline states her concerns, for age 65 and over whether vaccinated or not, that while cases dropped significantly, the health care field is experiencing shortages and having to hire traveling workers. She is biased because this is what she does for a living and will do anything to keep safe. Innovation is key here and the way the world is going, and not everyone is going to feel safe meeting in person. Not everyone is okay with stepping out of their comfort zones and learning technology, which is one good thing that has come from the COVID pandemic.

Director Hoberg feels with the way things are going his concern is that we will never meet in person again.

President Comisky responds by informing all that Cal Chiefs and Fire District Association of California (FDAC) have ad-hoc committees, working on the requirements for having in person meetings.

BOSTOCK/MARTINELLI MOTION to approve item 5. *AYES: Cline, Bostock, Martinelli, Comisky. ABSTAIN: Hoberg. MOTION CARRIED.*

6. Citizens' Input: Any person may speak for three (3) minutes about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on the today's agenda. Total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board.

None.

7. Communications:

7.a. Fire Sirens:

On their behalf, Battalion Chief Wink reports the group continues to be very, very busy. At least once a month we are supporting them with dump run because some donations may not be resold and recently took load to Salvation Army. A sample purchase was made to see if it will be something for wish list. Work continues on the Board approved awning. They continue to ask him to ask the Board, friends and family circle for help and are looking for additional members.

7.b. Fire Safe Council:

In addition to their minutes provided in the agenda packet, Battalion Chief Wink reports the group is looking for fuel's reduction efforts next year with equipment coming from a grant. There is county wide report on findings on fire prevention, one of which is consolidation, which they don't right now have a desire to do and would appreciate Board's support.

7.c. Volunteer Association:

Association President Todd Fenk reports that their focus is on the academy that starts January, which he's looking forward to getting it started. They have 7 applications with interviews scheduled for October 23 and a couple of outstanding responses. He gave shout out again to paid call firefighters' (PCF) responses this summer, putting all their hard training to work, and to Captain/Paramedic Cory Smith being able to respond to calls and serve the PCFs on that side.

Director Martinelli asked to be notified about prevention week open house dates. President Comisky stated most agencies have foregone it because of the COVID risk and some are holding coloring contests.

7.d. Chief's Report:

Chief Duncan answered Director Martinelli's question about forcible entry, which is technique and tools used to gain entry into a structure. He clarified that PCFs receive an hourly wage, not a stipend. Additionally, Heroes Health Fair was held this past weekend that the district didn't assist with, but Cal Fire did with engines.

President Comisky and Chiefs echoed great job and response by PCFs.

7.e. Finance Report:

There are no additions to the report included in agenda packet.

7.f. Directors' activities report

Martinelli – On Monday she went to Wells Fargo Bank to do wire transfer for Inter-Governmental Transfer Program that is due Friday.

Bostock – He signed some checks and took quick minute to give shout out to the professional firefighters. There were two calls for emergency service to his residence. They arrived quick, and staff were professional.

Cline – She gets poised with questions on control burns, district's contract with Cal Fire, and whether it's unionized. Director Martinelli suggested financial statements and mitigation fee plan provide some history. President Comisky and Chief Duncan are happy to spend time to give her background. She enjoys being part of group emails and was welcomed to attend training sessions.

Hoberg – He has no district activity to report for last month.

Comisky – He’s extremely involved with FDAC in a lot of different items, i.e., the COVID mandatory vaccination, how long it’ll be healthy to continue ZOOM meetings, as far as training in person and or ZOOM, Certificate of Achievement about Governance, a one day and half training in January or February, annual conference in Napa in April of 2022 that is designed for fire board members and fire chiefs about best practices and what’s going on around the State. He leaves tomorrow and is unavailable until the 30th.

- 7.g. Written correspondence: Thank you from the Northshore Fire Support Team Association.

Chief Duncan informed the Board the Support Team was given money. The Support Team shows up with rehab and is an asset to the County. They showed up on Hardesters’ fire. In their travels up and down the State, Battalion Chief Wink and Chief Duncan find this type of logistical support is rare.

8. Regular Items:

- 8.a. Consideration for ordering replacement of Ambulance 6211 (M6211) for 2023 in amount of \$266,641. Placed on the agenda by Chief Paul Duncan, Battalion Chief Mike Wink.

Chief Duncan informed the Board that there is a need to plan ahead because it takes a long time to get chassis to builders and looking into 2023. We are thinking ahead so we don’t have one in break down status to receive one.

In previous ambulance order, the cost was shared with the Hospital District. Every four years, the Hospital District does a review. We can look into this again, decide whether to use fire mitigation fees, or contingencies.

The intent is to lock in the price with tonight’s approval

CLINE/HOBERG MOTION to approve purchase of new ambulance. AYES: Bostock, Hoberg, Martinelli, Cline, Comisky. NOES: None. **MOTION CARRIED.**

- 8.b. Consideration for purchase of Operation Force Multiplier items (300 each, hand tools and 2.5-gallon water fire extinguishers, brackets) in amount of \$55,000 with contingency funds. Placed on the agenda by Chief Paul Duncan, Battalion Chief Mike Wink.

Chief Duncan informed the Board that the program has become wildly more successful than anticipated. Grant funds and donations were tapped. He wants to see project continue. Valid success stories are fire on side of road being put out and fire put out on structure with use of these tools. He thinks having one fire stopped far exceeds cost. These are tools anyone can use and with training can use. This program is strictly for residents of the district. We are in round three, as soon as we get this together, then round four and five after tools are purchased.

As written in staff report, the use of contingencies is recommended. Additionally, it is suggested the annual budget include funds for 50 kits a year.

Director Cline suggested receiving something for the kits, as people may not mind paying. Chief Duncan suggested the donation be made to the Association, and Battalion Chief Wink states that these can be purchased at local hardware store.

CLINE/MARTINELLI MOTION to approve 8b as submitted. AYES: Hoberg, Martinelli, Cline, Bostock, Comisky. NOES: None. **MOTION CARRIED.**

- 8.c. Consideration for acceptance of Fiscal Year Ending June 30, 2018 Financial Statements prepared by Fechter & Co., CPAs. Placed on agenda by Staff Services Analyst Gloria Fong.

Gloria informed the Board that this is basic. We are playing catch up with years ending 2017 and 2018 and working on 2019 and 2020 right now. This is the final draft and includes the management report that basically gives you who should over see what get reconciles, reason why a second person added to the staff many years back. An example is so one person receives payment and second person does deposit. The management report explains what the auditors through and simple tests they do to detect fraud.

CLINE/HOBERG MOTION to approve 8c as submitted. AYES: Martinelli, Hoberg, Bostock, Cline, Comisky. NOES: None. **MOTION CARRIED.**

- 9. Consent Calendar Items: (Approval of consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Any Board member may request that an item be removed from the consent calendar for discussion later.)

- 9.a. October 5, 2021 Special Meeting Minutes

- 9.b. Warrants

- 9.b.1. October

- 9.b.2. September - corrected

Director Martinelli questioned whether the new washer and dryer replaced the turnout washer and who is Bob's Vacuum.

Battalion Chief Wink responded with the Turnout washer, purchased 12 years ago for about \$7,000 just received maintenance and needed some parts, and Bob's Vacuum is local and comparable, efficient and deliver to the station.

Director Martinelli read somewhere tablets for the Board and office staff are being replaced and requested a scanner app be installed on it.

MARTINELLI/CLINE MOTION to approve consent calendar Bostock, Cline, Hoberg, Martinelli, Comisky. NOES: None. **MOTION CARRIED.**

- 10. **HOBERG/MARTINELLI MOTION** to adjourn meeting at 7:52 p.m. All in attendance are in favor of motion.

Respectfully submitted by: *Karin Collett*
Karin Collett, Office Technician

READ AND APPROVED BY: *Jim Comisky*
JIM COMISKY
President – Board of Directors