



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

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

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**Tuesday, March 21, 2023, at 7:00 p.m.**  
**Located at the Middletown Fire Station Board Room,**  
**21095 Highway 175, Middletown, CA 95461**

1. *President Bostock called the meeting to order at 7:00 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Present: Directors Stephanie Cline, Madelyn Martinelli, and Matthew Stephenson, Vice President Jim Comisky, and President Rob Bostock. Also present: Unit Chief Mike Marcucci, Chief Paul Duncan, Battalion Chief Brian York, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **CLINE/STEPHESON MOTION** to approve agenda. *AYES: Martinelli, Cline, Comisky, Stephenson, Bostock. NOES: None. MOTION CARRIED.*
5. 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.*
6. Communications:
  - 6.a. *Fire Sirens: On their behalf, Chief Duncan reports the lights out front were replaced and they're appreciative when people to stop by to say hello.*
  - 6.b. *Fire Safe Council – No report other than attachment to packet.*
  - 6.c. *Volunteer Association – On the Association's behalf, Vice President Robert Lanning reports there's nothing new other than Academy is going and their dinner is getting worked on and will be at Twin Pines Casino on June 24<sup>th</sup>.*
  - 6.d. *Chief's Report – In addition to the report in the packet, Chief Duncan recognized Paid Call Operator Robert Lanning, who did a lot to keep our community safe during the weather systems. People were homebound for up to 10 days, no calls were left unanswered, and ambulances transported patients to hospitals in Clearlake and Lakeport with chains on. He attended the Fire District Association of California (FDAC) program where Oakland fire chief was keynote speaker and Educational Revenue Augmentation Funds (ERAF) were highlighted.*
  - 6.e. *Finance Report – Staff Services Analyst Fong adds she received notice of tax defaults to be auctioned May 26<sup>th</sup>-30<sup>th</sup>. The notice gives districts that hold liens opportunity to object. There are 867 properties and approximately 100 are in our district.*
  - 6.f. *Directors' activities report*  
*Director Cline has no activity to report.*

*Director Comisky reports he prepared for a year for FDAC. Fire Agency Self Insurance Services, workers carrier for district's paid call firefighters, and FDAC are combining to become agency called Fire Risk Management Services or FRMS. As of last Friday, he is no long president for FDAC and is hoping to flip his attention to Prop 13. Fire protection districts lose \$100 million a year to ERAF and are working hard to get it back. Prop 1472 was to back feed the loss but 95% of the funds go to law enforcement. He and Chief Marcucci have a meeting Friday with Napa AMR.*

*Director Martinelli has no activity to report other than hearing about boil water notice for here and asked about the 2 checks for the 20 chairs, which Chief Duncan confirmed is not paid twice by mistake because one is for the deposit and the second is for balance.*

*Director Stephenson has nothing new to report other than speaking to Chief Duncan about 1<sup>st</sup> aid kits for his company.*

*Director Bostock has no activity to report.*

7. Regular Items:

- 7.a. **PUBLIC HEARING:** Consideration for Resolution No. 2022-23-18, A Resolution Setting Consumer Price Index (CPI), Directing Fire Chief, or Designee, to certify and Request County of Lake to Collect Special Tax on the 2023-2024 County Tax Rolls. Placed on the agenda by Staff Services Analyst Gloria Fong.

*Staff Services Analyst Fong informed the Board the reason for this resolution is to set the CPI for next year. Director Comisky commented that the CPI built in the ordinance is critical because there are cost increases coming.*

**COMISKY/CLINE MOTION** to approve 7a. AYES: Comisky, Stephenson, Martinelli, Cline, Bostock. NOES: None. **MOTION CARRIED.**

- 7.b. **PUBLIC HEARING:** Consideration for Resolution No. 2022-23-19, A Resolution of the Board of Directors of the South Lake County Fire Protection District Adopting a Fire Protection System Study, Fire Protection Standards, and a Capital Fire Facilities and Equipment Plan. Placed on the agenda by Staff Services Analyst Gloria Fong.

*Director Comisky questioned amounts on the equipment page, which are quite low. Chief Duncan confirm prices are 2020 and have not been updated. Staff Services Analyst Fong didn't focus on adjusting them because it didn't affect the \$1 cap allowed by the County's Ordinance.*

**MARTINELLI/STEPHENSON MOTION** to approve 7b. AYES: Stephenson, Comisky, Martinelli, Cline, Bostock. NOES: None. **MOTION CARRIED.**

- 7.c. **PUBLIC HEARING:** Consideration for Resolution No. 2022-23-20, A Resolution of the Board of Directors of the South Lake County Fire Protection District Making Findings and Requesting Imposition of the Fire Mitigation Fees Pursuant to the Lake County Fire Mitigation Fee Ordinance. Placed on the agenda by Staff Services Analyst Gloria Fong.

**CLINE/STEPHENSON MOTION** to approve 7c. AYES: Martinelli, Cline, Comisky, Stephenson, Bostock. NOES: None. **MOTION CARRIED.**

- 7.d. Consideration for first responder of life support agreement with Napa County AMR. Placed on the agenda by Chief Mike Marcucci.

*Chief Marcucci informed the Board that there is nothing new other than meeting as reported earlier. He hopes to have something for next meeting.*

- 7.e. Consideration and approval for the Chief or his designee to select a finance option to complete purchase of two engines to replace Engines 6221 and 6321, as previously directed by the Board, and use of fire mitigation fees to fund a portion if necessary. Placed on the agenda by Chief Paul Duncan.

*Chief Duncan informed the Board that the direction we are heading is getting a lease to get the engine ordered now. This is to lock in the price since Assistance to Firefighters Grant if approved won't receive approval until later this year. The approval will give us ability to start the purchase.*

*Chief Wink wrote grant and Lexipol was hired to audit the grant for a small cost.*

**COMISKY/CLINE MOTION** to approve 7e as written. AYES: Stephenson, Martinelli, Comisky, Cline, Bostock. NOES: None. **MOTION CARRIED.**

- 7.f. Consideration for travel request not to exceed \$2,700 each for Chief Paul Duncan and Director Jim Comisky to Indian Wells, California from May 21 to 25 to attend California Fire EMS & Disaster West Conference & Expo. Placed on the agenda per Expense and Use of Public Resources Policy §3070.43.2, expenses exceeding \$1,200 annual limit.

*Chief Duncan informed the Board that the annual limits are set per the policy, are old, is reviewed by policy committee, and currently this is the fix.*

**CLINE/STEPHENSON MOTION** to approve 7f. AYES: Martinelli, Stephenson, Cline, Bostock. ABSTAIN: Comisky. NOES: None. **MOTION CARRIED.**

- 7.g. Consideration for Resolution No. 2022-23-21, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues from South Lake Fire Sirens auxiliary group. Placed on the agenda by Staff Services Analyst Gloria Fong.

**CLINE/MARTINELLI MOTION** to approve 7g. AYES: Cline, Martinelli, Comisky, Stephenson, Bostock. NOES: None. **MOTION CARRIED.**

- 7.h. Consideration for Resolution No 2022-23-22, A Resolution Appropriating Contingencies for Operation Force Multiplier Program. Placed on the agenda by Staff Services Analyst Gloria Fong.

*Chief Duncan informed the Board that we will be doing this every year until we have enough in the hands of the residents. Currently, they have stopped 7 fires in the community.*

**MARTINELLI/CLINE MOTION** to approve 7h. AYES: Comisky, Cline, Stephenson, Martinelli, Bostock. NOES: None. **MOTION CARRIED.**

8. 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.)

- 8.a. February 21, 2023, Regular Meeting Minutes
- 8.b. Warrants – February

*Callayomi's water bill was \$4,000 because a leak was discovered. Director Martinelli directed staff to seek help with reducing bill.*

*Warrant list is corrected with addition of #10920 in amount of \$1,038.87 to County of Lake Planning Department for the variance and minor use permit fee of the Hidden Valley station expansion. The new grand total of \$935,420.44.*

**COMISKY/STEPHENSON MOTION** to approve consent calendar with addition of 10895 added after last month's meeting and correction noted. **AYES:** Martinelli, Comisky, Stephenson, Cline, Bostock. **NOES:** None. **MOTION CARRIED.**

- 9. **COMISKY/CLINE MOTION** to adjourn meeting at 7:39 p.m. All in attendance are in favor of motion.

Respectfully submitted by  
Karin Collett, Office Technician:

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*Karin Collett*  
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READ AND APPROVED BY  
JIM COMISKY, Vice President – Board of Directors:

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*Jim Comisky*  
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