



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

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Tuesday, April 19, 2022, at 7:00 p.m.
Located at the Middletown Fire Station Board Room,
21095 Highway 175, Middletown, CA 95461

This regular meeting is for the purpose of discussing and consider the following items:

1. *President Hoberg called meeting to order at 7:02 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Roll Call: Directors Stephanie Cline, Jim Comisky, Stephanie Cline, and Madelyn Martinelli, Vice President Rob Bostock, President Devin Hoberg. Also present: Chief Paul Duncan, Battalion Chief Brian York, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **COMISKY/BOSTOCK MOTION** to approve agenda. *AYES: Cline, Comisky, Martinelli, Bostock, Hoberg. 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.

BOSTOCK/CLINE MOTION to approve item 5 as written. *AYES: Martinelli, Bostock, Comisky, Cline, Hoberg. NOES: None. 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:

Nothing to add to information in agenda packet.

Director Comisky heard from his wife who volunteers for them that they are very happy with the carport.

- 7.b. Fire Safe Council:

Nothing to add to information in agenda packet.

- 7.c. Volunteer Association

Association President Todd Fenk reports that the single South Lake recruit is headed toward public safety-first aid or PSFA section in the fire academy. They've done their skills, donned self-contained breathing apparatus, shelter, and wildland gear. Now its classroom time. Graduation is May 15th.

The Association held their eighth annual open house that had been postpone due to COVID. There was an awesome turnout. Nothing like this since Valley fire toy drive. With the \$1 a ticket charge, they usually end up with a couple hundred dollars that they give to Cancer awareness or some other group. This year ended up after everything paid with \$1,300 off \$1 tickets. Big shout out to Chief Duncan and Battalion Chief Wink who were there from beginning to end. They ended evening with Bingo /dinner night, cleared \$6600 for auction just under \$1500 desert auction, bingo itself pulled around \$3800. Dinner a little more profitable. This was good try for first run. Thanked Chief for their support thrilled to have as backup.

We're losing paid call firefighters (PCF) to Cal Fire associates, who are ramping up as fire season comes. Are home staffing level for PCF is going to be low this fire season.

7.d. Chief's Report

Chief Duncan's report is as attached. His only change would be with item 8g that may be scratched or tabled, which is potential Memorandum of Understanding for paramedic internship with College of the Siskiyou's that has not been received. Director Martinelli asked about the engine he is talking about the one from Cloverdale. Yes, its on the agenda we will talk more about that when we get to the item.

7.e. Finance Report

Staff Services Analyst Fong has no additions to her finance report in agenda packet. Most of the bigger items are include with agenda item for the recommended budget.

7.f. Directors' activities report

Director Martinelli reports she attended Loch Lomond Property Association's (LLPOA) meeting at fire station, where she brought few people to tour upgraded facility. The LLPOA spaghetti fund raiser on Memorial Day is coming up, and they got lease on pool, sharing it with the Channel Cats, splitting all expenses. The Loch Lomond property sold to local who grew up on Cobb, and her daughter went to Middletown School with. He lived on Trinity, owns big company that flips properties, has attachment to Loch Lomond. He wants to put in some Yurts camping, make house a bed and breakfast for rentals, put a playground in around the pool, and probably expand restaurant.

Director Cline reports she attended the Association's bingo night, came away with beautiful gift basket and did some networking. She attended Fire District Association of California (FDAC) attend that had so much information that enforced training from murphy. Her biggest take away is the unprecedented amount of grant money for fire districts to grab, for just about anything we use, last take away is mental health of frontline responders, heard about legislation that affects all of us, cal fire speaking about fire mitigation. Made me go home

and put my husband to work, to clean the trees touching the house. Timber is more dangerous than the brush.

Director Bostock reports he had a light month and signed couple of checks.

Director Comisky reports he attended FDAC, which was very well attended, and appreciated the Chief attending, which is first time from department. He is continuing on political aspect of what they're doing dealing with Director Delacucci, Senator MacGuire and acting EMSA director.

Director Hoberg reports his activity had to do with some texting with Chief about facility committee item for engine replacement.

8. Regular Items:

- 8.a. Consideration for engine purchase out of Cloverdale to replace Engine 6011, and Resolution No. 2021-22-23, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues from Fire Mitigation Fees not to exceed \$30,000. Placed on the agenda by Chief Paul Duncan.

We did get a lead on the replacement engine for our current E6011. Current engine does need an engine replacement, \$40-60 thousand to repair and we still have a 40-year-old engine. Opportunity came up from Cloverdale with an older engine they have. About 15 years new than our current one, more mileage, better chassis, cost for 1997 Pierce is \$15,000 and another \$15,000 for maintenance. We will retire our current E6011 and auction it off.

COMISKY/BOSTOCK MOTION to make recommendation to purchase, we have funds and need reliable Type I. AYES: Martinelli, Comisky, Cline, Bostock, Hoberg. NOES: None **MOTION CARRIED.**

Surplus vendor that will auction, compliant with all rules for selling equipment, and will have it transported out of here. The fee they take is added on to the buyer's end. The name is gov auction. Chief has not had chance to tie in with staff about this.

- 8.b. Consideration for Election to fill three expiring of Fire Agency Self Insurance System (FASIS) Board of Directors positions. Placed on the agenda by Staff Services Analyst Gloria Fong.

You have the item before you, they are our workers comp carrier. You can either select one or more of, or choose take no action.

Not wanting to bias the Board's decision, Director Comisky recommends Chief Wood, who has been there since FASIS has started and will be there one more year until he retires from Vacaville, Chief Akre from Sonoma Valley has been involved, very engaged, and Chief Cahill from American Canyon extremely connected and what they're doing now is looking at merging FASIS with FDAC to have one insurance pool for everything and let him continue. Not one of these individuals have talked to him about the ballot and this is how he would vote.

MARTINELLI/BOSTOCK MOTION TO submit ballot with Director Comisky's recommendation. AYES: Bostock, Martinelli, Cline, Comisky, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.c. Consideration for travel request estimated cost of \$2,200 for Chief Paul Duncan to Napa, California from April 4 to 8, 2022 to attend Fire District Association of California annual conference. Placed on the agenda per Expense and Use of Public Resources Policy §3070.43.3, expenses exceeding \$1,200 per trip.

Even though the travel has taken place, it is being submitted because the total

reimbursement is above the \$1,200 per trip policy limit. For Director Comisky FDAC paid his registration. The only district expenses were for lodging and meals, that fell under the \$1200. For Director Cline, she will be reimbursed also, which falls under the \$1200. But for Chief Duncan he exceeded the reimbursement for the registration also, who is over the \$1200.

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

- 8.d. Consideration for travel request estimated cost of \$2,500 each for Chief Paul Duncan and Director Jim Comisky to Indian Wells, California from May 21 to 26 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.

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

- 8.e. Consideration for Fiscal Year 2022-2023 Recommended Budget. Placed on the agenda by Staff Services Analyst Gloria Fong.

Staff Services Analyst Fong informed the Board that the purpose of presenting this at the April meeting is to give time to review the item, table it to May, extending opportunity to review in more detail. She is here to answer any questions and take direction.

Director Martinelli has same question as last month because she doesn't understand the procedure that it is and is wondering if we are at budget or over budget for overtime using PCFs to pay overtime for guys on vacation or taking classes. In one place it says that the actual budget for last three months is \$150,000 for the current year and in the recommended budget it shows overtime budgeted at \$35,000. Staff Services Analyst Fong answered that the \$150,000 is not all overtime and is the combined amounts of account 01-11 through 01-13. It was suggested she meet with Staff Services Analyst Fong separately to help her understand the information.

Director Martinelli has heard some complaints from staff about overtime due to promotions. Director Comisky explained that the overtime is not just South Lake County because everyone from every department is burned out, which he is not non sympathetic to.

Item tables until May meeting.

- 8.f. Consideration for Board of Directors Policy and Procedures Manual. Placed on the agenda by Staff Services Analyst Gloria Fong.

Staff Services Analyst Fong informed the Board that her intent is to combine all the separate policies into one manual, that is about 30 pages long. Director Martinelli requested to have a paper copy of this manual that is in the packet.

BOSTOCK/CLINE MOTION approve all policies being combined into one manual and moved to May meeting for approval. AYES: Comisky, Cline, Martinelli, Bostock, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.g. Consideration for 'potential' memorandum of understanding (MOU) with College of the Siskiyous/Mendocino College for Paramedic Internships (MOU not received

at time of agenda posting). Placed on the agenda by Chief Paul Duncan.

- 8.h. Consideration for expense reimbursement of \$1517.30 to Jim Comisky for attendance at Cal Chiefs Conference in San Diego on 9/21/21 and Annual Planning Meeting in Ontario on 1/22/22, an expense submitted beyond the 30-day limit. Placed on the agenda by Director Comisky.

Director Comisky apologized and that because he never submitted for reimbursement in a long time didn't realize the 30 day limit. As president of FDAC, his attendance is required. Reimbursement is strictly hotel, travel, and no meal reimbursement.

CLINE/BOSTOCK MOTION to approve item 8h. AYES: Martinelli, Cline, Bostock, Comisky, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.i. Consideration for carpeting and window shade purchases for Middletown Station 60. Placed on the agenda by Battalion Chief Mike Wink.

This is on the agenda as place holder in case information became available for discussion. With there being no information, it is tabled to next meeting.

- 8.j. Board President to task the Policy Review Committee with review and recommendation back to the Board 1) Vehicle ID Policy; 2) Records Retention Policy; 3) Board of Director Compensation Policy.

Committee members consist of Directors Bostock and Martinelli, Chief Duncan, and Association President Fenk. Board President Hoberg tasked as stated in item 8j.

- 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. March 15, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. April

9.b.2. March – corrected

9.c. Budget Transfer

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

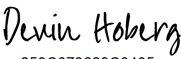
- 10. **CLINE/BOSTOCK MOTION** to Adjourn Meeting 7:56 p All in attendance are in favor of motion.

Respectfully submitted by Karin Collett, Office Technician:

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READ AND APPROVED BY
DEVIN HOBERG, President – Board of Directors:

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