



**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, July 16, 2024, 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 the following items:

1. President Comisky called meeting to order at 7:05pm
2. Chief Ryan led pledge of allegiance.
3. Present: Directors, Stephanie Cline, Madelyn Martinelli, Vice President Matthew Stephenson, and President Jim Comisky absent: Rob Bostock. Also, present Chief Duncan, Battalion Chief Peter Avansino, Unit Chief Matt Ryan Board Clerk Gloria Fong and Office Tech Karin Collett.
4. **Cline/Stephenson Motion** to approve agenda, AYES: Cline ,Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Bostock **MOTIONED 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: Chief Duncan I know they have shut down because of the heat.
  - 6.b. Fire Safe Council minutes in communications.
  - 6.c. Volunteer Association: Chief Duncan Todd Fenk cannot make it tonight but, dinner was a very successful and beat last years numbers. Staffing Engines with PCFs in Middletown and the OES, which will be back today. Received 7 applications for next year and scheduling for EVOC.
  - 6.d. Chief's Report Chief Duncan: Welcoming Chief Ryan the new Unit Chief. We are very excited. Chief Ryan: 24 years in fire service, which includes FC at 31 for 4 years. Glad to be part of SLCF. Duncan: north division at peak staffing, Camp crews are out of county. Getting new Captains out and training, fire with the crews. SLCF got the last part for the new GMC, no change in govdeals for cardiac monitors. New Sta 63 meeting short of getting plans for county for the approval process. OES is coming back from Shelly, fire. Operation force should be up and running next week. We have adjusted our medical billing since 2015, we are working on getting those adjusted. Thank you to Will Clark, Gloria and Karin. Medical transports we are looking at bundling those fees to make it more efficient. Martinelli, are we charging for a call in for a sick person. Duncan, yes there could be a charge for that. Duncan we are bringing people back to the fire district we are not billing for any above what the insurance will pay. End of

report

6.e. Finance Report: Gloria Fong, nothing to add. Comparison ytd June, except the rev accounts. Waiting for auditor's office. Carryover 1.8million, which will help offset for this fiscal year. More to come next month for adopted budge.

6.f. Directors' activities report,

Martinelli: Wire transfer for July. \$20833.78 end of report

Stephenson: nothing to report

Cline: nothing to report

Bostock: not in attendance

Comisky: not of activity for district. FDAC teaching in Windsor another class. Request we got to make time for a strategic plan. We need to know where we are going. We need to do that fiscally projecting. It's our guiding document because we don't have one. We need to change the voicemail, it's really outdated. Appreciated for all the staff. End of report

7. Regular Items:

7.a. Consider and approve Resolution No. 2024-25-01, A Resolution Calling for a Special Election for the Purpose of Establishing a New Appropriations Limit. Placed on the agenda by Staff Services Analyst (SSA) Gloria Fong.

Typical override limit 4 years, nothing has really changed. Election Nov 5, 2024. We are asking to spend the money we are already receiving. If no, we will probably be returning 1m back to voters.

**Cline/Martinelli motion** to approve 7a as written. ayes: Cline Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Bostock. **MOTIONED CARRIED**

7.b. Consider and approve Agreement with the Siskiyou Joint Community College District for Affiliation with Hospital or Advanced EMS Training Field Internship (replaces expired agreement). Placed on the agenda by Chief Paul Duncan.

Renewal of our intern agreement, that we have had a for a few years.

**Cline/Stephenson motion** to approve 7b as written ayes, Cline, Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Bostock. **MOTIONED CARRIED**

7.c. Consider and approve Amendment with Partnership HealthPlan for Participation in the Voluntary Rate Range Program and transfer of funds to Department of Health Care Services via intergovernmental transfer. Placed on the agenda by SSA Gloria Fong. This renews, extends the agreement.

Mentioned this at the last meeting, I put this in there so you can see what the expired agreement is, I can have not received new. I will follow up again. You can call for a special meeting, give chief the approve, or table. This is just to participate. Like GEMT, above 3 times the amount. Out of reserves.

**Cline/Stephenson motion** to approve 7c for the Chief to approve participating entities agreement. ayes, Cline Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Bostock. **MOTIONED CARRIED**

7.d.LAFCo Fire Protection District's Service Review and Sphere of Influence Update. Placed on the agenda by Chief Paul Duncan.

This is just information. We rewrote most of the South Lake side of it. This is county wide. Comisky it was an interesting read. Second largest budget but lowest Calls.

**Cline/Stephenson motion** to approve 7d as written ayes, Cline Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Bostock. **MOTIONED 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.)

Martinelli-water bill at loch Lomond at 818. Gloria, that is the recommended budget amount not the monthly bill. Martinelli, how about the phone for 64 there is no phone. Chief Avansino I will stop and check to see if there is phone. Att. JAMF, Zoom.

8.a. Meeting Minutes - June

8.b. Warrants – July

8.c. June end of month Budget Transfer of:

8.c.1. \$500 from professional specialized services account 357-9557-795.23-80 to medical expense account 357-9557-795.19-40 to cover unanticipated expenses in emergency medical supplies.

8.c.2. \$2,600 from professional specialized services account 357-9557-795.23-80 to inventory account 357-9557-795.38-00 to cover unanticipated expenses in inventory.

8.c.3. \$3,800 from insurance account 357-9557-795.03-30 to salaries, wages-temp. account 357-9557-795.01-12 to cover unanticipated expenses in paid call reimbursement.

8.c.4. \$900 from insurance account 357-9557-795.03-30 to salaries, wages-OT account 357-9557-795.01-13 to cover unanticipated expenses in paid call reimbursement.

8.c.5. \$220 from insurance account 357-9557-795.03-30 to FICA/Medicare account 357-9557-795.02-21 to cover unanticipated expenses in FICA/Medicare employer share.

**Martinelli/Cline motion to approve consent calendar with 3 additions AYES: Cline Martinelli Stephenson, Comisky. NOES: None. ABSENT: Bostock. MOTION CARRIED.**

9. **Cline/Stephenson** Motion to Adjourn Meeting at 7:36p all in attendance in favor.

Peter – PCFs have been great around here big accomplishments for that group. OES has gone out twice already, Wet hires PCFs, big shoutout to all who has been working hard.

Respectfully submitted by  
Karin Collett Office Technician

DocuSigned by:  
*Karin Collett*  
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DocuSigned by:

READ AND APPROVED BY

*Jim Comisky*  
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Jim Comisky      President, Board of Directors