



**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, December 21, 2021 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. *Vice President Hoberg called meeting to order at 7:01 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Roll Call: Directors Stephanie Cline, Madelyn Martinelli, and Rob Bostock, and Vice President Devin Hoberg. Absent: President Jim Comisky. Also present: Chief Paul Duncan, Battalion Chief Mike Wink, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **BOSTOCK/CLINE MOTION** to approve agenda. *AYES: Cline, Martinelli, Bostock, Hoberg. NOES: None. ABSENT: Comisky. 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.  
**CLINE/BOSTOCK MOTION** to approve agenda. *AYES: Martinelli, Cline, Bostock, Hoberg. NOES: None. ABSENT: Comisky. 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

*Battalion Chief Wink reports they're anxiously awaiting North Coast Barns to start awning. Front door appears to be wearing out. The group is doing well but do need more volunteers. Please pass the word.*

7.b. Fire Safe Council:

*Chief Duncan reports the group held meeting, work load looking heavy and rolling along with chipping program running pretty well.*

### 7.c. Volunteer Association

*Association President Todd Fenk thanked directors for coming to Christmas party. It was nice to recognize Director Martinelli, Gloria Fong, and Dave Miinch. He congratulated Robert Lanning on promotion to fire apparatus operator position, as it is important to program for the association. Academy training days are Wednesdays, Saturdays, and Sundays this year. New recruits have completed their physicals and prepared to start academy in January.*

### 7.d. Chief's Report

*In addition to report attached in agenda, Chief Duncan reports January 3<sup>rd</sup> is lay off to get from peak to Amador staffing. He took flight with 2 forest pathologists to look at bug hill, all down Kelsey Creek drainage that stands at 60% bug kill and is awaiting to see where damage is and biggest is. It is climate based and drought based. One issue is tightness of trees, bugs are lazy and like to only go 20 feet. Healthy is 20 trees per acre. Participation of landowners will be needed to doing clearing, and the scope of the problem is the issue. They're working on arial survey with satellite view that couldn't be seen from the ground.*

*Chief Duncan thanked Association President Fenk for dinner that went well and had great turnout.*

*Battalion Chief Wink added as reminder for paid called firefighters and staff training coming up first of year, which weren't done last year due to Covid, are snow cat training and swift water rescue, which may need to be doubled up this year. On cycle is Rescue Systems 1 training. For participation on Office of Emergency Services engine individuals will be trained for urban search and rescue in the spring. These are some expenses coming in the future.*

### 7.e. Finance Report

*In addition to her report, Staff Services Analyst Fong met with Seats and Stations for office furniture. They are a California Multiple Award Schedules vendor, which means the bidding process has been vetted by Department of General Services. They are located in Roseville. A quote is expected mid January.*

*She viewed County Auditor-Controller's system for property tax apportionment and it is on target for budgeted amount of \$1.4 million.*

### 7.f. Directors' activities report

*Director Bostock reports he signed checks and thanked Volunteer Association for Christmas party. The food was terrific, room was nice and was warm with gift exchanged that followed.*

*Director Cline reports much like Director Bostock she liked the celebration. She never had such a nice gift exchange. It was very thoughtful, and gifts made were sweet. She read legislative article that was sent to her and is happy to help with these. She is interested in attending Fire District Association of California's annual conference.*

*Director Martinelli reports she also attended Christmas party, where she had a lot fun and felt it was nice to be invited. The beautiful fire clock is awesome, and she loves it. She also signed checks.*

*Director Hoberg apologized that he wasn't able to attend party.*

8. Regular Items:

- 8.a. Consideration for Resolution No. 2021-22-13, A Resolution to Accept and Enter Into Service Agreement with Sofmen Inc for Development of Electronic Burn Permit Program and Resolution No. 2021-22-14, A Resolution Appropriating Contingencies for Development of Electronic Burn Permit Program in amount not to exceed \$13,000. Placed on agenda by Chief Paul Duncan and Battalion Chief Mike Wink.

*Chief Duncan informed the Board that this program is designed to take some workload off office staff. The burn permits generate revenue of about \$17,000 and won't affect district financing. The current Jotform system doesn't reference the county address database.*

*The \$13,000 is a one-time fee for setting up the program.*

*Another aspect is prescribed fire report system to go into State system. That integration we cannot do with current data base system.*

*Sofmen meets need for program.*

**CLINE/MARTINELLI MOTION** to approve of 7a. AYES: Bostock, Martinelli, Cline, Hoberg. NOES: None. ABSENT: Comisky. **MOTION CARRIED.**

- 8.b. Consideration for Resolution No. 2021-22-15, A Resolution to Accept and Enter Agreement with Citibank, National Association for Travel Payment System Services. Placed on agenda by Chief Paul Duncan.

*Chief Duncan informed the Board that currently our travel process within policy has antiquated references and database that are not there. By piggy backing onto the Citibank for the Travel Payment System Services, we can create account for rental car, lodging and air fare. The transaction is \$16 per travel trip and gets us into compliance that references in the policy doesn't.*

*Director Martinelli asked if this replaces the credit card agency. Staff Services Analyst Fong replied that the credit card agency isn't being replaced. What Citibank will handle are travel arrangements, i.e., rental car, lodging, and air fare. Traveling individuals are given cards to use for making travel arrangements.*

**CLINE/BOSTOCK MOTION** to approve Resolution No. 2021-22-15. AYES: Martinelli, Bostock, Cline, Hoberg. NOES: None. ABSENT: Comisky. **MOTION CARRIED.**

- 8.c. Consideration for Autism and Spectrum Awareness Training Program in amount of \$1,500 and approval for Chief to execute proposal. Placed on the agenda by Chief Paul Duncan.

*Chief Duncan informed the Board that this is an enhancement to current training program. Autism is unique, and being able to communicate will improve the outcome. The training runs about \$75 per person, and we want to train 20 people. He feels it is a good public relations move at a small cost and gives huge benefit.*

**CLINE/BOSTOCK MOTION** to approve item for Autism and Spectrum Awareness Training. AYES: Cline, Bostock, Martinelli, Hoberg. NOES: None. ABSENT: Comisky. **MOTION CARRIED.**

8.d. Consideration for and acceptance of quote from Peterson Cat for Excavator and Accessories, and Resolution No. 2021-22-16, A Resolution Establishing and Appropriating Over-realized Unanticipated revenues from State of California Department of Forestry and Fire Protection Grant Agreement 5GG20109 (20-FP-LNU-0095) for the Middletown and Cobb Community Evacuation Routes Project. Placed on the agenda by Battalion Chief Mike Wink.

*Battalion Chief Wink informed the Board that the grant writing team is using technical subject specialist. This is another example of lessons learned of what doesn't work to get the right machine, so it is efficient and works. It gets complicated to match attachments. Price increase is coming next year, and this is on agenda to get in while locking in the price. It is unknown what increase is, it could be 2 percent or 20 percent. He's seen fire engine prices terribly skyrocketing.*

*Director Martinelli asked about the using other sources. Battalion Chief Wink informed her that it is tough with specialized equipment. Masticator takes a special flow and head needs to match machine otherwise head doesn't move with the machine. Finding something lesser doesn't match the benefit.*

**BOSTOCK/? MOTION** to approve 8d resolution regarding quote from Peterson Cat. AYES: Martinelli, Bostock, Cline, Hoberg. NOES: None. ABSENT: Comisky. **MOTION CARRIED.**

9. Consent Calendar Items:

9.a. November 21, 2021, Regular Meeting Minutes

9.b. Warrants


9.b.1. December

9.b.2. November – corrected

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

**10. MARTINELLI/BOSTOCK MOTION** to adjourn meeting at 7:47 p.m. All in attendance are in favor of motion.

Respectfully submitted by:   
C6CC545B03E844E  
Karin Collett, Office Technician

READ AND APPROVED BY:   
9967BD40E01A47E  
JIM COMISKY  
President – Board of Directors