



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, November 16, 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 7:04 p.m.*
2. *Battalion Chief Wink led pledge of allegiance.*
3. *Roll Call: Directors Stephanie Cline, Madelyn Martinelli, and Rob Bostock, and 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. **MARTINELLI/BOSTOCK MOTION** to approve agenda. AYES: Hoberg, Cline, Martinelli, Bostock, 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 Hoberg thinks, as leaders of the community, it important to get together. He feels that measures can be taken to be able to meet in person and it will be okay for the public to attend via ZOOM. Director Bostock agrees. President Comisky agrees and think we need to take action, if there is a spike that we have the ability to continue zoom meetings. Director Cline is okay with masking and not have say 20 in attendance and has booster and is protected. Director Comisky has booster too and seldom are there citizens in attendance. Director Martinelli doesn't want meet in the bay because it's too cold. Chief Wink asks if a board member doesn't want to attend in person for some reason, are they able to attend via zoom.

Chief Duncan gave direction to the clerk to review procedures for the Board to meet in person and still stay active under AB 361.

HOBERG/MARTINELLI MOTION to approve 5 as submitted. AYES: Bostock, Hoberg, Cline, Martinelli, Comisky. 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

Battalion Chief Wink reports that he's working with vendor to expand the overhang on the front and item on tonight's agenda will continue to move that item forward. The Fire Sirens continue to contact him about wish list items. Staff is researching items in need and determining best product. It is taking a little bit longer, as staff is doing their due diligence to spend funds appropriate. The Fire Sirens continue to be busy and in need of volunteers.

7.b. Fire Safe Council

Battalion Chief Wink reports the council is group of folks from the community, that have other quarterly meetings. Most are part of multiple groups. There is one leadership role open, with the recent passing of a long-time founding member. He doesn't think no quorum is indicator of concern and they're not being active. It's just the group didn't have enough members to hold that meeting. Director Cline asked about participating and the Board welcomed her to attend and give director input.

7.c. Volunteer Association

Chief Duncan has in his report dates for candy cane run, which 3, 4 and 5 of December. The website has associated routes. The route has been expanded into Loch Lomond and an area in Hidden Valley.

7.d. Chief's Report

Chief Duncan has no changes from notes in agenda.

7.e. Finance Report

Staff Services Analyst (SSA) Fong has no additions to her report and adds to Chief's notes that she has iPads for Directors Martinelli, Bostock, and Comisky to be picked up. Director Martinelli questioned \$937,000 fund balance increase and reasoning why. SSA Fong thinks this is information from previous meeting.

7.f. Directors' activities report

Director Hoberg has no director's activity to report.

Director Martinelli has no director's activity to report.

Director Bostock has no director's activity to report.

Director Cline reports she came in to sign checks for first time, her first authoritarian item, has read through reports, and has her tablet that is iPad, which is a little different from other personal computers and she's learning.

Director Comisky reports that this not an awful lot with district activity and a lot at State level. Chief Duncan and he have been contacted by Pano, who have been working with getting really verbal about their product. They were asked to speak to validity. Fire District Association of California has been busy, and he'll report back next month on legislative items to affect the fire district.

SSA Fong clarified Director Martinelli's question about annual Siren servicing cost she saw in the packet for \$110,000. The costs are about \$3,000 and appear twice in the warrant list because one was for prior year service which for COVID reasons the vendor didn't invoice last year.

8. Regular Items:

- 8.a. Consideration for Resolution No. 2021-22-07 A Resolution to Appropriate Reserves / Designations for the Purchase for Updating Gym Equipment for Cobb and Hidden Valley stations in the amount of \$14,899. Placed on the agenda by Staff Services Analyst Gloria Fong.

SSA Fong informed the Board that this is before them for approval because of the increase from \$13,000 to \$14,000, as stated in agenda packet.

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

- 8.b. Consideration for Resolution No. 2021-22-08 A Resolution to Accept and Enter Into Grant Agreement 5GG20109 (20-FP-LNU-0095) with State of California Department of Forestry and Fire Protection for the Middletown and Cobb Community Evacuation Routes Project. Placed on the agenda by Chief Paul Duncan, Battalion Chief Mike Wink.

Chief Duncan informed the Board the cost is less than \$650,000 because some items were trimmed to \$503,224. The grant is for equipment and personnel to improve the evacuation routes.

Director Martinelli asked how everyone is going to have the time.

The Fire District has a paid call firefighter, Robert Lanning, who can operate the equipment. We will be using Paid Call Firefighters, Cal Fire staff and project manager, which is another agenda item below.

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

- 8.c. Consideration for Resolution No. 2021-22-09, A Resolution to Appropriate Reserves / Designations for the Purchase and Installation of Carport in amount of \$23,400. Placed on agenda by Staff Services Analyst Gloria Fong

SSA Fong informed the Board this is for approval for the increased cost from \$14,000 to \$23,400. This is due to increase in steel, addition of downspout and additional length.

Director Cline suggest solar panels like on carports. Chief Duncan replied that it is between \$55,000 to \$60,000 to run solar panels and needs to be waterproof.

Chief Duncan informed the Board that the fire district looked into Countywide grant program, but we don't have enough use to qualify.

The Fire Sirens are willing to split 50% of the cost and is a consideration

Director Comisky feels this is a small token of appreciation for what the group contributes with their profits wholeheartedly. We need to take care of this group.

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

- 8.d. Consideration for Resolution No. 2021-22-10, A Resolution to Accept and Enter Into Professional Services Agreement with Clerk Lake Environmental Research Center (CLERC) for Grant Project Management and Environmental Review in amount not to exceed \$30,000. Placed on the agenda by Chief Paul Duncan, Battalion Chief Mike Wink.

There is a typo in the item that should read, 'Clear Lake' and not 'Clerk.'

Agreement is for processing large grant to do fuels evacuation project.

Present is Will Evans, Executive Director of CLERC. CLERC is a 501(c)(3) nonprofit organization, starting in 2019, working on fire and forestry programs, being the grant manager for Cal Fire for the benefit of whole county. This is right up their alley and has worked with millions awarded in 2020 that has all same reporting requirement. They have worked with the fire safe council and another \$4.7 million for work on Cobb Mountain.

This new grant is coming in at excellent good time. They could have asked for equipment but didn't have structure and place to maintain it. This is great for the district, asking to partner.

Chief Duncan adds that \$30,000 is written into the grant, with no impact to the district. There is no match funding for course of grant. The grant includes cost for equipment oversight and personnel, and ability to go over county line.

CLERC will track match time but is not a legal requirement and is 'icing on the cake' to report back to Sacramento to score better next time.

Director Martinelli asked if agreement requires counsel review.

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

9. Consent Calendar Items:

9.a. October 19, 2021 Regular Meeting Minutes

9.b. Warrants

9.b.1. November

9.b.2. October – corrected

9.c. Budget Transfer:

9.c.1. October 21, 2021 – \$10,000 from acct 795.01-12 Salaries & Wages – Temporary to acct 795.02-21 FICA/Medicare and \$16,000 from acct 795.23-80 Professional & Specialized Services to acct 795.28-48 Ambulance Expense to cover under estimated expenses.

9.c.2. November 16, 2021 – \$13,000 from acct 795.38-00 Inventory to acct 795.12-00 Communications and \$4,000 from acct 795.28-30 Specialized Dept Supplies & Services to acct 795.29-50 Transportation & Travel to cover unanticipated and under estimated expenses.

9.d. Resolution No. 2021-22-11, A Resolution Appropriating Contingencies for Operation Force Multiplier in amount of \$55,000.

9.e. Resolution No. 2021-22-12, A Resolution to Appropriate Reserves / Designations for the Mobile Data Computer / Automatic Vehicle Location / Preplan project.

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

10. **HOBURG/MARTINELLI MOTION** to adjourn meeting at 7:49 p.m. All in attendance are in favor of motion.

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

DocuSigned by:
Jim Comisky
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READ AND APPROVED BY: _____
JIM COMISKY
President – Board of Directors