



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 21, 2026, 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 Cline called the meeting to order at 7:00 p.m.*
2. *President Cline led the Pledge of Allegiance.*
3. *Present: Directors Rob Bostock, Madelyn Martinelli, and Matthew Stephenson, and President Stephanie Cline. Absent: Vice President Jim Comisky. Also present: Chief Paul Duncan, Battalion Chief Joshua Lau, Board Clerk Gloria Fong*
4. *Martinelli motion to approve agenda, seconded by Stephenson.*

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky.
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 today's agenda. The total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board. *None.*
6. **Communications:**
 - 6.a. **Fire Sirens:** *No report.*
 - 6.b. **Fire Safe Council:** *Nothing to report other than minutes from meeting provided in agenda packet.*
 - 6.c. **Volunteer Association**

Association President Todd Fenk reports group team building at Safari West accompanied by Chief Lau getting to know each other outside of work, Middletown High Scholarships last night with this being Paid Call Firefighter Berardino's 1st and four candidates with interest from to healthcare. Association is gearing up for their dinner June 27th. Academy wildland training was attended by six South Lake members, one of the larger representation.
 - 6.d. **Chief's Report:** *In addition to report in agenda packet is PG&E utilizing this meeting room for a public meeting on 24th for undermining discussion on Western Mine Road, and the introduction of new flags hanging behind board members. The mural should be delivered this week and took delivery of new water tender.*
 - 6.e. **Finance Report:** *Nothing to add to what is provided in agenda packet.*
 - 6.f. **Directors' activities report**

Martinelli – She reports Ground Emergency Medi-Cal Transports program wire transfer was made this month, and she attended Senator’s ravioli feed with 200 in attendance.

Bostock – He reports attending finance ad hoc meeting.

Stephenson – He reports there is not much going on with him.

Cline – She reports attending 1st finance meeting that was eye opening.

7. Regular Items:

- 7.a. Consider and approve equipment purchase of New Seppi Model Max 75 Le Forest and authorize Chief to execute purchase documents. Placed on the agenda by Battalion Chief Joshua Lau.

Stephenson motion to approve item 7a, seconded by Martinelli.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.b. Consider and accept draft financial statements for fiscal years ending 2023 & 2024 prepared by Fechter & Company CPAs. Placed on the agenda by Staff Services Analyst Gloria Fong.

Bostock motion to accept 7b, seconded by Stephenson.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.c. Consider and approve Kiley & Associates Agreement for Professional Services and authorize Board President to execute agreement. Placed on the agenda by Director Jim Comisky.

Bostock motion to approve 7c as written, seconded by Stephenson.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.d. Consider and approve the ArchiLOGIX with structural and electrical engineering consultants related to relocation of main switchgear panel, automatic transfer switch, and emergency generator Add Service of \$13,750 for the New Hidden Valley Lake Fire Station. Placed on the agenda by Chief Paul Duncan.

Stephenson motion to approve 7d as written, seconded by Bostock.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.e. Consider and approve Municipal Advisor Agreement between South Lake County Fire Protection District and NHA Advisors LLC and authorize Board President to execute agreement. Placed on agenda by Chief Paul Duncan.

NHA was recommended by South Lake’s legal counsel. They will look at year to date and see what debt loading so district knows what it may afford.

Martinelli motion to approve 7e, seconded by Bostock.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.f. Consider and approve Electronic Board Certification (having County Auditor-Controller issue checks on South Lake County Fire Protection District's behalf through Workday). Placed on the agenda by Staff Services Analyst Gloria Fong.

Fire District administrative staff right now is in agreeance for Auditor-Controller Office to print checks, which is this approval ask but checks will be picked up and mailed from this office.

Auditor-Controller Office has not provided written process of what the certification will look like other than mention of same as it is now and still use district's check numbers. Concern all fire district administrative staff share is the assurance of what check numbering will look like with their Office printing all districts and County Department checks.

Costs for this Workday conversion are still being developed.

Martinelli motion to approve just as stated, seconded by Bostock.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.

- 7.g. Consider and adopt Resolution No. 2025-26-21, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues from Grant Agreement 7FG25110 Volunteer Fire Capacity in amount not to exceed \$15,800. Placed on the agenda by Staff Services Analyst Gloria Fong.

Bostock motion to approve 7g, seconded by Stephenson.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. 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. March 17, 2026 – Meeting Minutes

8.b. Warrants – April

8.c. Budget Transfers

Bostock motion to approve consent calendar as written, seconded by Martinelli.

AYES: Bostock, Martinelli, Stephenson, Cline. NOES: None. ABSENT: Comisky. MOTION CARRIED.


9. *Martinelli motion to adjourn meeting at 7:38 p.m., seconded by Stephenson. All members in attendance are in favor of adjournment.*

*Respectfully submitted by,
Gloria Fong, Board Clerk*

Signed by:

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*READ AND APPROVED by,
Stephanie Cline,
President, Board of Directors*

Signed by:

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