



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 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 7:04pm
2. Chief Duncan led pledge of allegiance.
3. Present: Directors Rob Bostock, Madelyn Martinelli, Vice President Matthew Stephenson, and President Jim Comisky absent Stephanie Cline. Also, present Chief Duncan, Board Clerk Gloria Fong and Office Tech Karin Collett.
4. **Martinelli/Bostock Motion** to approve agenda, AYES: Bostock, Martinelli, Stephenson, Comisky. NOES: None. ABSENT: Cline. **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 Comisky says social media presence is going great.
 - 6.b. Fire Safe Council minutes in communications.
 - 6.c. Volunteer Association Todd Fenk, Bike monkey Race is on the 4th of May, Graduation is this Sunday for our 4 graduates. We already have 5 interested candidates for next year. We will do a badge pinning at one of the next board meetings.
 - 6.d. Chief's Report Chief Duncan, as attached, only addition is the RRA meeting at this facility, it went really well, and they are happy.
 - 6.e. Finance Report provided and adopted will be what's prepared for FY 2024-25 recommended.
 - 6.f. Directors' activities report,
Martinelli apologize for missing the last 2 meetings, wire transfer made for GEMT on 4/11.
Stephenson, nothing to report.
Bobstock, nothing to report.

Comisky, did hold an Equipment and Facilities meeting to discuss the construction of 63 in HVL. Chief walked us through about the processes and recommendation from legal counsel, chief will move forward on recommendations to start groundwork and not close enough to say here is your recommended dollar amount. The committee will continue to work with the command staff. The station will be a good-looking station. We will continue to talk about this more and more. Measure H passed in Sonoma County which is giving them multiple new stations. The new fire station will be around 8 thousand sqft.

7. Regular Items:

- 7.a. Resolution No. 2023-24-12 A Resolution Imposing and Levying Special Tax and Requesting County of Lake Collect Special Tax on the 2024-2025 County Tax Rolls. Placed on the Agenda by Staff Services Analyst (SSA) Gloria Fong.

Suggestion is to adopt a CPI methodology and stick to it.

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

- 7.b. Resolution No. 2023-24-13, A Resolution of the Board of Directors of the South Lake County Fire Protection District Making Findings and Requesting Imposition of the Fire Mitigation Fees Pursuant to the Lake County Fire Mitigation Fee Ordinance. Placed on the agenda by SSA Gloria Fong.

This is provided in case in the resolution that is already submitted falls through.

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

- 7.c. Resolution No. 2023-24-14, A Resolution Accepting Second Amendment to Agreement with Wittman Enterprises, LLC for Ambulance Billing and Collection Services for 3-year term beginning July 1, 2024. Placed on the agenda by SSA Gloria Fong.

This renews, extends the agreement.

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

- 7.d. Resolution No. 2023-24-15, A Resolution Canceling Reserves for Powered Gurney and Loading System for amount of \$80,052 approved at 02/20/24 regular board meeting plus sales tax amount of \$4,432. Placed on the agenda by SSA Gloria Fong.

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

8.a. Meeting Minutes - March

8.b. Warrants – April

- 8.c. Budget Transfer from professional, specialized services account to cover unanticipated expenditure 1) food expense account for meals during storm staffing event \$2,500; 2) capital fixed asset-equipment other account for new ambulance mobile communication equipment, its install & decal and install \$7,098; 3) special department supplies & services account for operation force multiplier program items (extinguishers, their brackets & tools \$24,786.

Additions to the warrant list are checks in amounts \$4,920 to Sofmen for burn permit program updates/development, \$382.98 to AT&T for telephone charges, \$401.60 to South County Small Engine Repair for ram fan and small generator repair, \$1,500 to Jene Anderton for EMS consulting, US Bank's check Lake Part charges corrected to 43.48, 500.54 and 163.97, addition of \$287.52 for Costco purchase of hydration supplies, \$15.99 for Zoom monthly charge, \$37.05 credit by Treadmill parts, and \$170.00 to Cascade, and removal of stryker invoices that will be paid in May. Tonight's new total of \$126,272.87.

Martinelli asked and Chief explained about the price of the new utilities.

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

9. **Martinelli/Stephenson** Motion to Adjourn Meeting at 7:35pm. All in attendance in favor.

Respectfully submitted by
Karin Collett Office Technician:

DocuSigned by:
Karin Collett
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READ AND APPROVED BY
MATTHEW STEPHENSON, Vice President – Board of Directors

DocuSigned by:
Matthew Stephenson
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