



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, February 15, 2022, 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. *President Hoberg called meeting to order at 7:00 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Roll Call: Directors Stephanie Cline, Madelyn Martinelli, and Jim Comisky, Vice President Rob Bostock, President Devin Hoberg. Also present: Chief Paul Duncan, Battalion Chief Mike Wink, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **CLINE/MARTINELLI MOTION** to approve agenda. *AYES: Bostock, Comisky, Cline, Martinelli, Hoberg. 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.
COMISKY/BOSTOCK MOTION to approve item. *AYES: Cline, Bostock, Martinelli, Comisky, Hoberg. 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

On behalf of the Fire Sirens, Battalion Chief Wink reports there was a breakdown in communication between whom was to lock door that caused some non-significant items to come up missing. The front door continues to be an issue. An off brand commercial door that looked adequate was bought from Home Depot completely failed and to get it repaired is not practical. Their group approved \$12000-15000 in funding for additional 1st responder accessories. They continue to need help and get a few new members here and there.

7.b. Fire Safe Council

On behalf of the Fire Safe Council, Chief Duncan responded to Director Martinelli's question about the CAL OES grant, which is \$40,000 per home hardening. Chief Duncan explains this amount is not just clearing around structure to create a defensible space but also includes hardening the structure such as changing siding covering, windows and painting if it makes structure harder. They will start with 500 homes in one area of the County. There will be an application process to apply. Their intent is to utilize some state and federal funds and roll this out statewide. When all homes in one community are hardened, it makes it safer, rather than just one home in a community.

Chief Duncan states that the air curtain burner has been delivered, see chief notes for more information.

7.c. Volunteer Association

On behalf of Association President Todd Fenk, Battalion Chief Wink reports an email from him was received stating he's unable to attend and has nothing to report.

7.d. Chief's Report

As reported the air curtain burner has been delivered to Hidden Valley. There is a meeting on Thursday to get some of the logistics of how to start and the responsibility of the Hidden Valley Lake Association. Once it's done in Hidden Valley, it will be moved up to Cobb. Three sites have been identified for it to possibly be placed. Members of the community have offered their land. Moving the burner is a challenge because it's a big box with no wheels. It's going to cost approximately \$3,000 to load it and \$3,000 to unload it every time it's moved. A set of wheels is an option they are looking into. Air quality will allow a 365-day permit since it doesn't make smoke once it's running. It burns 11 tons an hour when at peak burning and takes approximately 8 hours to be a peak burning.

Chief Duncan responded to Director Martinelli's question about how the community will get their debris to the burner. A vendor will pick up and bring the debris to the burner. There will be resident drop off days. The fire safe council and the Cobb area council will run the program, South Lake County Fire (SLCF) is facilitating some the moving of the burner.

Chief Duncan responded to President Hoberg, touching on the Brown Act mentioned in his notes. Chief Duncan stated that no one is in trouble. It's a reminder that emails to more than two board members without using BCC becomes a Brown Act violation. In addition, this brings up the Public Records Act. When using a personal email to send out district information, your personal account is now discoverable for a public request. Same with having files on hand with district information. Wherever that information is stored, that area is now discoverable.

Chief Duncan informed the Board that Engine 6011 is having a motor issue. Options to its fixability are being researched. The amount to fix it might be more than what the vehicle is worth.

Chief Duncan responded to Director Martinelli's question of what the new type 6 vehicle does, which is more of an off-road rated fire engine. It's out having some items put on it. Its purpose is to go where a fire engine can't and its main purpose is more for mop up and patrol. Director Comisky adds that the whole purpose of a vehicle like this is because a commercial license is not required to drive it.

Battalion Chief Wink responded to Director Martinelli's question about the snow cat. It was not purchased. It is here on federal excess. It's 15 years newer. The amount of about \$20,000 is what we have into it that is not covered under the maintenance agreement. The older snowcat will have to be addressed in the future. It's a 1964 and might go into some sort of antique status because the community purchased it. It will no longer be in first responder status after we get the new one running.

7.e. Finance Report

There are no additions to the finance report.

Director Martinelli noted the station numbers were missing from incident reports.

7.f. Directors' activities report

Director Bobstock has no activity to report.

Director Comisky has no activity to report.

Director Cline has registered to attend the conference and is extremely excited.

Director Martinelli reports she ran into past Chief Jim Wright. They were talking about the picnic bench at station 64 that had some broken pieces, which she showed him, and he surprisingly fixed.

Director Hoberg has no activity to report.

7.g. Totes for Teens thank you letter

The group reached out and invited all the paid call firefighters (PCFs) and on duty crews, who helped unload and assemble supplies. They make bags for all different aged kids who are going into foster care.

8. Regular Items:

8.a. Consideration for purchase of a utility terrain vehicle (UTV) module [UTV, compressed air foam (CAF), and Trailer] as per Grant Agreement 5GG20109 for the Middletown and Cobb Community Evacuation Routes Project awarded 12/15/2021. Placed on the agenda by Battalion Chief Mike Wink.

Follow up item for the Cal Fire grant that the district received for an excavator masticator and a trailer. This UTV will support that operation. The UTV is the next piece of items, all of which were lined out in the grant. The district finds the vendor then submits for a reimbursement. The air foam is to help extinguish a burn pile if needed or if there are sparks from using it.

Staff Services Analyst Fong responded to Director Cline's question about why the district must approve this again when the grant was already approved. The item being purchased was not in the original budget. It is a purchase that will be reimbursed from the grant. However, we must follow the district purchase policy.

Battalion Chief Wink responded to Director Martinelli's question about the area covered of 100 feet from the middle of the yellow line. Some places may be more, and some may be less, but that's the goal. This depends on area and property owners' permission. If we don't receive permission, it will not be done in that area.

CLINE/MARTINELLI MOTION to approve purchase of UTV module. AYES: Comisky, Bostock, Martinelli, Cline, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.b. Consideration for the purchase request to repair/refurbish commercial laundry/cleaning room for Middletown Station 60. Placed on the agenda by Battalion chief Wink

Battalion Chief Wink explains the laundry room at the station here is 30 years old and it's one of the rooms that gets a lot of use. It needs to be repaired and isn't in great condition. Two companies have come out to take measurements and give bids and the third declined the work. Battalion Chief Wink recommends Roger Anthony because the scope include items that the other bid did not include, which would make up change orders for the other bidder.

COMISKY/BOSTOCK MOTION to approve item as submitted. AYES: Martinelli, Cline, Bostock, Comisky, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.c. Consideration for approval of the final costs of Engine 6061 and of Resolution No 2021-21-17, A Resolution Transferring and Appropriating Contingencies for Final Costs of the Type 6 Engine 6061. Placed on the agenda by Chief Paul Duncan.

Chief Duncan explains everything was approved up to the final cost for the modifications of the bed structure. They had to place a different bed under current one, a lot of modifications had to be made to the plumbing, cabinets, and boxes on the engine. Also, opted to modify the tires and the suspension. So, with those changes incurred another \$10,400. The price is still under the quote for a knew custom engine at \$250,000.

Battalion Chief Wink stated there is a great need for the vehicle and brings a lot of enthusiasm from the PCFs because like stated before a commercial license isn't needed to drive it. The engine fits up to 4 firefighters comfortably.

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

- 8.d. Consideration for purchase request for 31 doors to be replaced and or repaired at the Middletown Station 60. Placed on the agenda by Battalion Chief Mike Wink.

Battalion Chief Wink explains this has been in the works for a couple years. The doors need repairs and adjustments. Finding a company that does commercial doors to come to Lake County has been a challenge. Only one bid was received, and that vendor has been out twice. Labor cost and raw materials have gone up since last year's quote. What has been learned is more on the maintenance of these things are better. One door needs to be replaced, and it's a solid wood core door on the exterior and weathered.

Director Martinelli remembers the latches in the girl's bathroom downstairs being an issue.

Director Comisky's observation is there have been two facility issues for Station 60 at one meeting, and an approach district wide may be to look at what is being

spent from the facilities fund because check book only has so much in the account and start to add up. Battalion Chief Wink agrees and thinks what's been learned from the past is not having a maintenance plan.

Battalion Chief Wink affirmed Director Martinelli's question on the bid for the doors, which is \$17,525.

CLINE/BOSTOCK MOTION to approve purchase request to replace and or repair 31 doors. AYES: Comisky, Cline, Martinelli, Bostock, President Hoberg. NOES: None. **MOTION CARRIED.**

- 8.e. Consideration for Resolution No. 2021-22-18, A Resolution to Accept and Enter into Proprietary Software License Agreement with AllPaid Inc. to be able to have Sofmen Inc. integrate the electronic burn permit program. Placed on the agenda by Staff Services Analyst Gloria Fong.

This is for the development of the electronic burn permit program. It's their software program to integrate into the electronic burn permit program.

Staff Services Analyst Fong responded to Director Comisky's question about the burn permits currently. SLCF is hosting it for the County and when applicant pays, it is to SLCF. At the end of the fiscal year, the other agencies are paid the funds collected..

CLINE/COMISKY MOTION to approve 8e as written. AYES: Bostock, Martinelli, Cline, Comisky, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.f. Consideration for Stryker ProCare four-year service agreement to service LifePak Heart Monitor (4) and Lucas defibrillator (2). Placed on the agenda by Staff Services Analyst Gloria Fong.

The prior 4-year agreement has ended. This is a new 4-year agreement. The service agreement states it can be cancelled at any time and will be prorated for the time we did have it in use. There is price increase, as provided in the attachment.

BOSTOCK/CLINE MOTION to approve accept 8f as written. AYES: Martinelli, Comisky, Cline, Bostock, Hoberg. NOES: None. **MOTION CARRIED.**

- 8.g. Appointment of Committee Members by Board President for Calendar Year 2022. Placed on the agenda in accordance with Committees of the Board of Directors policy no. 4060.

President Hoberg appointed to the:

Ad Hoc Policy and Review Committee Directors Bostock as chair and Martinelli

Ad Hoc Equipment and Facilities Committee Directors Comisky as chair and Hoberg, Battalion Chief Wink, Chief Duncan and Association President Todd Fenk

- 8.h. Board President to task the Equipment and Facilities Committee with review and recommendation back to the Board 1) replacement of Engines 6221 and 6321; 2) architect to design plans for the Hidden Valley station remodel. Placed on the agenda at the request of Battalion Chief Mike Wink.

President Hoberg tasks the Equipment and Facilities Committee with review of replacements for Engines 6221 and 6321 with report back to the board on their recommendation and with the design plans for the Hidden Valley Station remodel with recommendation back to the Board.

Chief Duncan states that when we plan for a new station we always think of the future for extra space. The new station will be right next to the original station. Hidden Valley Homeowners' Association are moving the mailboxes and it's been a very friendly relationship. It's been in the making for over a year in a half. This discussion goes to the Board after the committee recommends an architect.

9. Consent Calendar Items:

9.a. January 18, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. February

9.b.2. January – corrected

9.c. Budget Transfers

BOSTOCK/CLINE MOTION to approve consent calendar, including corrected January warrants. AYES: Martinelli, Comisky, Cline, Bostock, Hoberg. NOES: None. **MOTION CARRIED.**

10. **COMISKY/CLINE MOTION** to adjourn meeting at 8:20 p.m. All in attendance are in favor of motion.

Respectfully submitted by Karin Collett, Office Technician:

DocuSigned by:
Karin Collett
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READ AND APPROVED BY
DEVIN HOBERG, President – Board of Directors:

DocuSigned by:
Devin Hoberg
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