



**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, January 20, 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 Stephenson called meeting to order at 7:06 p.m.*
2. *Chief Ryan led the pledge of allegiance.*
3. *Present: Directors Madelyn Martinelli, Vice President Stephanie Cline, and President Matthew Stephenson absent Jim Comisky & Rob Bostock. Also, present Chief Matt Ryan, Battalion Chief Peter Avansino Board Clerk Gloria Fong and Office Tech Karin Collett.*
4. **CLINE/MARTINELLI MOTION TO APPROVE AGENDA AYES:** *Cline, Martinelli Stephenson* **ABSENT:** *Comisky, Bostock* **NOES:** *none* **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.

*Tom Slaight wanted to present a check to the district from an ambulance ride, from a trip and fell at station 64 when he arrived for a meeting with the Seigler Springs community. He believes it to be subpar condition. He is requesting a safety inspection of the station and requests an investigation into any further incidents. He mentioned that there was no follow-through by any parties after the incident occurred. He presented pictures of before and after to show that the curb has been painted yellow since the incident happened. We took his contact information and check for his bill, and he will be contacted tomorrow.*

6. Communications:
  - 6.a. Fire Sirens – nothing to report
  - 6.b. Fire Safe Council - attached
  - 6.c. Volunteer Association – *Todd Fenk, thanked everyone involved in the CCR that took place last month. Dinner talk is starting to happen. I am very excited about the EMT course being done by the district. Five recruits in academy are going strong.*
  - 6.d. Chief's Report – *see attached for Chief Duncans report. Chief Ryan added chiefs and staff at station 60 are looking into changing the locking system with digital key fob locks to help upgrade the security around the station. Once this station is completed all stations will be looked into on security issues.*

6.e. Finance Report – *Included with warrants list is detailed year-to-date budget and revenues. Everyone is provided with a copy of the Brown Act.*

6.f. Directors' activities report

Cline- *Nothing to report*

Martinelli- *Did the quarterly wire transfer*

Stephenson – *Last board meeting as President of the board*

7. Regular Items:

7.a. Santa Rosa Junior College Instruction Service Agreement beginning 2025-2026. Placed on agenda by Battalion Chief Brad Caldwell.

*BC Caldwell is the battalion chief of training. Spoke on behalf about agreement helps them raise their credits and in return helps us by getting \$3.50 per training hour. LNU enrolls all their employees as college students. Question Matt Ryan asked about whether that will involve PCFs or volunteer firefighters when it comes to the \$3.50 per training hour. Caldwell advised no but the money that is given back to use will benefit the PCF/Volunteers.*

**CLINE/MARTINELLI MOTION TO APPROVE 7A AS WRITTEN AYES:** Cline, Martinelli, Stephenson **ABSENT:** Comisky, Bostock **NOES:** none **MOTION CARRIED**

7.b. County of Lake Chapter 7 Public Auction of Tax Defaulted Properties and Objection Guidelines. Placed on the agenda by SSA Gloria Fong.

*314 properties on the list in the county and auction coming up. No action to be taken.*

7.c. Consider and adopt Resolution No. 2025-26-10, A Resolution Establishing and Appropriating Over-Realized / Unanticipated Revenues. Placed on agenda by SSA Gloria Fong.

**MARTINELLI/CLINE MOTION TO APPROVE 7c AS WRITTEN AYES:** Cline, Martinelli Stephenson **ABSENT:** Comisky, Bostock **NOES:** none **MOTION CARRIED**

7.d. Election of President of the Board of Directors, Vice President of the Board of Directors, Secretary and / or Clerk to the Board of Directors for calendar year 2025. Placed on the agenda in accordance with Fire District Bylaws-Board of Directors Policy and Procedures Manual. (Outgoing President conducts election and adjourns tonight's meeting).

*Martinelli / Stephenson nominated Stephanie Cline as President*

*Stephenson / Cline nominated Jim Comisky for Vice President*

*Martinelli / Stephenson nominated Gloria Fong as Board Clerk*

*All board members in favor of nominations. AYES: Cline, Martinelli Stephenson ABSENT: Comisky, Bostock NOES: none 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. December 16, 2025 – Regular Meeting Minutes

8.b. Warrants – January

8.c. Budget Transfers - *Budget transfers are as follows \$5,000 from 357-9557-795.12-00 communications to 357-9557-795.13-00 food October 22, 2025; \$10,000 from 357-9557-795.01-12 salaries & wages temporary to 357-9557-795.01-13 salaries & wages overtime and \$4,000 from 357-9557-795.03-30 insurance to 357-9557-795.02-21 FICA/medicare-employer share December 31, 2025; and, \$10,000 from 357-9557-795.23-80 professional, specialized services to 357-9557-795.11-00 clothing & personal supplies and \$50,000 from 357-9557-795.23-80 professional, specialized services to 357-9557-795.17-00 equipment maintenance.*

**MARTINELLI/CLINE MOTION** to approve consent calendar with budget transfer  
**AYES:** Cline, Martinelli Stephenson **ABSENT:** Comisky, Bostock **NOES:** none  
**MOTION CARRIED**

9. **CLINE/MARTINELLI Motion** to adjourn meeting at 7:52pm. All members in attendance are in favor of adjournment.

Respectfully submitted by  
Karin Collett, Office Technician

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

Signed by:  
*[Signature]*  
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