



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, March 19, 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 7:03 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Present: Directors Stephanie Cline, and Rob Bostock, Vice President Matthew Stephenson, and President Jim Comisky. Absent: Director Madelyn Martinelli. Also present: Chief Paul Duncan, Office Clerk Karin Collett, and Board Clerk Gloria Fong.*
4. **CLINE/BOSTOCK MOTION** to approve agenda. *AYES: Bostock, Cline, Stephenson, Comisky. NOES: None. ABSENT: Martinelli. 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 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 – *No report.*
 - 6.b. Fire Safe Council – *Attached minutes and information showing they got significant amount of funding for several years for chipping and it's recommended they be encouraged to come to a meeting.*
 - 6.c. Volunteer Association – *Association Vice President Robert Lanning reports recruits about ¾ of the way through, open house on the 27th of April, and volunteer academy graduation 28th of April.*
 - 6.d. Chief's Report – *nothing to add.*
 - 6.e. Finance Report – *Year to date and progress reports for grant attached and ends early 2025. Director Comisky likes the new spreadsheet for warrants, adds it is easy to read.*
 - 6.f. Directors' activities report

Stephenson- Reports he went to Fire District Association of California's Certificate of Achievement (COA) seminar, where there was lots of information, enjoyed going to William's Fire Department during training and would definitely go again.

Cline- No report except vacationing.

Bostock – No report.

Comisky- Reports he was one the presenters at Williams COA, where there was great turn out and great interactions. On political side, there is a bill right now that is trying to stop special taxes, which is huge threat to us and any special district, which he can't advocate about but if it passes, any special tax or raises in taxes will be eliminated.

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

SSA Fong informed Board the attachment includes the legal publication notice, with method the board approved to set the rate each year and estimation. It will come back in August with more numbers. Noted is it was July 2020 meeting Board approved the methodology for December to December 12-month percent of change. Chief Duncan thinks average might be the way to do instead of December to December.

Director Comisky asked that this be something to ask legal counsel, Bill Adams and have this tabled to April if board chooses to review and refer to July 2020 attachments. Director Comisky stated asking him might save us problems down the road. Chief Duncan agrees with tabling this and suggests doing an average of the year instead of picking a month randomly to go off of.

CLINE/BOSTOCK MOTION to table 7a. AYES: Bostock, Cline, Stephenson, Comisky. NOES: None. ABSENT: Martinelli. **MOTION CARRIED.**

- 7.b. Consider and accept American Institute of Architects (AIA) Document B101-2017 Standard Form of Agreement Between South Lake County Fire Protection District and the Architect ArchiLOGIX. Placed on the agenda by Chief Paul Duncan.

Chief Duncan asks for this to be tabled because meeting with the Architect is set in two weeks, to get the current cost on construction.

Director Comisky asked that this be discussed even though there is no voting on it tonight.

Director Bostock asked how District is paying for it. Chief Duncan replied that grants and funding, which is described in contract with Ridgeline acting as fiduciary are the options.

Director Comisky thinks \$600 per square foot is not going to be close to what it will cost and is much higher and asked if the facility & equipment committee is going to be included in the discussions. He suggests committee provide input because the \$330,000 is steep for an architect and wants staff to get a station they want and deserve. For building that is 8000 square feet, Director Comisky wants to make sure we are doing our due diligence.

Chief Duncan feels we need to get all ducks in a row, so we are doing our due diligence and get the price per square foot nailed down.

President Comisky tasks this to equipment and facility committee to discuss and participate in the process with the chief regarding the building and table 7b.

7.c. Consider and approve participation (Collection 2 of 4 in amount of \$20,033.55) in the State Department of Health Care Services Public Provider Intergovernmental Transfer Program for Ground Emergency Medical Transportation Services for Calendar Year 2024 and authorize for Chief to execute. Placed on the agenda by SSA Gloria Fong.

SSA Fong informed the Board that everything is provided along with certification that will be signed by chief.

She worked with Wittman to get some figures for page 65 that provides estimate of what is being generated off the increased add-on amount. The page shows number of 180 trips (or # of payments) and dollars collected for calendar year 2023, 2023 contribution amount, and estimated calendar year amount for 2024. Director Comisky says it is very difficult to understand but it all makes sense.

CLINE/STEPHENSON MOTION to approve 7c, as submitted. AYES: Bostock, Cline, Stephenson, Comisky. NOES: None. ABSENT: Martinelli. **MOTION CARRIED.**

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

SSA Fong added to agenda to inform the Board of the auction. It includes information on how a property may be pulled off or objected from the auction. Because the District doesn't have liens, there's no action needed.

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 - February

8.b. Warrants – March

8.c. Budget Transfer of \$1000 from 357-9557-795.18-00 Maint-Bldgs & Imprvmts to 357-9557-795.13-00 Food to cover unanticipated expenditures.

Additions to the warrant list are check # 11259 in amount of \$25,917.11 for payroll and to US Bank check # 11260 charge amounts of \$95.88 for Record Bee legal publication, \$5,085.94 for Zoll heart monitor, autopulse, and AED lease, \$214.42 for Amazon briefcase Cal Fire Training Bureau item, and \$12.43 credit for undelivered office supply item. There is correction to US Bank charge that is \$2,809.72 instead of \$2,809.67. New total with additions and correction is \$1,155,767.57.

CLINE/STEPHENSON MOTION to approve as amended. AYES: Bostock, Cline, Stephenson, Comisky. NOES: None. ABSENT: Martinelli. **MOTION CARRIED.**

9. **CLINE/BOSTOCK MOTION** to adjourn meeting at 7:38 pm. All in attendance are in favor of motion.

Respectfully submitted by
Karin Collettt, Office Technician:

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Karin Collettt
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READ AND APPROVED BY
JIM COMISKY, President – Board of Directors:

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Jim Comisky
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