



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

NOTICE OF A BOARD OF DIRECTORS REGULAR MEETING

Tuesday May 17, 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 7:02 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Present: Directors Madelyn Martinelli and Jim Comisky, Vice President Rob Bostock, President Devin Hoberg. Absent: Director Stephanie Cline. Also present: Chief Paul Duncan and Board Clerk Gloria Fong.*
4. **BOSTOCK/MARTINELLI MOTION** to approve agenda. *AYES: Comisky, Bostock, Martinelli, Hoberg. ABSENT: Cline. 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.

BOSTOCK/COMISKY MOTION to approve item 5 as written. *AYES: Martinelli, Bostock, Comisky Hoberg. ABSENT: Cline. 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: *No report.*
 - 7.b. Fire Safe Council: *Meeting minutes included in agenda packet. Chief Duncan answered Director Martinelli's question about the insurance issue with the air curtain burner. The burner was moved from Hidden Valley Lake to Cobb because the insurance in agreement wasn't acceptable with the Homeowner's Association.*
 - 7.c. Volunteer Association: *Association Vice President Robert Lanning has nothing to add to report included in agenda packet.*
 - 7.d. Chief's Report: *Chief Duncan has the addition of the hire of Cory Smith as permanent paramedic/engineer, who was snagged from Lake County Fire, and the Lake County Board of Supervisors approved the tree devastation resolution.*

7.e. Finance Report: *Staff Services Analyst Fong has no items to add to report included in agenda packet.*

7.f. Directors' activities report

Director Bostock has no activity to report.

Director Martinelli reports she walked over to Station 64 to see if refrigerator was hooked up, which it is, and found the chairs to be really nice. The intent with them is to make a mini meeting room. Chief Duncan answered Director Martinelli's question about its use for meetings, which is it doesn't fail because of overuse. She asked that the Ray Fossa family be contacted about moving from their home to the Station the completed bench.

Director Comisky reports he attended quarterly meeting with Office of Emergency Services Director in Sacramento last month to try to move some items that will affect local government directly, one of which is working on COVID testing after returning from mission. He had opportunity to meet new Unit Chief Mike Marcucci, whom he invited to attend our Board meetings. He attended the Lake County Board of Supervisors meeting in favor of tree devastation resolution. Chief Duncan and he will be going to Indian Wells 5-day conference where the whole gamut or emphasis is state of the emergency medical services. Private ambulances are not local government friends and are trying to curtail local government. In his position with Fire District Association of California, they are holding joint executive meeting with Cal Chiefs in Sacramento in 3 weeks.

Director Hoberg has no activity to report. Chief Duncan answered his question about lettering he saw missing on the Type 6. The striping had been delayed. There is a minimum order requirement, and someone was in to detail it so paint will be receptive.

8. Regular Items:

8.a. **TABLED FROM 04/19/22 MEETING:** Consideration for Fiscal Year 2022-2023 Recommended Budget. Placed on the agenda by Staff Services Analyst Gloria Fong.

This was in last month's agenda to give Board additional time to review and ask questions. The Board had no questions.

The recommended budget contains the operational budgetary amounts. Resolutions will be presented as needed to show passthroughs.

COMISKY/BOSTOCK MOTION to approve 8a as submitted. AYES: Martinelli, Bostock, Comisky, Hoberg. ABSENT: Cline. **MOTION CARRIED.**

8.b. **TABLED FROM 04/19/22 MEETING:** Consideration for Resolution No.2021-22-27, A Resolution to Accept and Enter into Agreement with Siskiyou Joint Community College District to Provide Clinical Experience (Paramedic Internships). Placed on the agenda by Chief Paul Duncan.

This allows us to have paramedic interns from Mendocino College, which is under the umbrella of Siskiyou Joint Community College District. One of the paid call firefighters, Jo Leuzinger, is a student there.

Chief Duncan answered Director Martinelli's question about our having an agreement with Yuba, which we do and they come in spurts.

Chief Duncan answered Director Comisky's premium question. There is no premium to take on paramedic intern.

BOSTOCK/MARTINELLI MOTION to approve 8b as written. AYES: Comisky, Bostock, Martinelli, Hoberg. ABSENT: Cline. **MOTION CARRIED.**

- 8.c. TABLED FROM 04/19/22 MEETING: Consideration for Board of Directors Policy and Procedures Manual. Placed on the agenda by Staff Services Analyst Gloria Fong.

The one change throughout the document is the "Board member" to "Board director."

Chief Duncan answered Director Comisky's question about Directors having access to Vector Solutions, which is used by Cal Fire and the District. It tracks training and is a storage medium for documents. Staff Services Analyst Fong informed the Board the intent is to have the manual available on the South Lake County Fire website for transparency.

Board President Hoberg tasked the policy review committee with reviewing the policy and procedures manual. This is in addition of items tasked at last meeting, which were the vehicle branding policy, Board compensation policy and the records retention policy.

- 8.d. Consideration for acceptance of draft financial statements for fiscal years ending 2019 and 2020 prepared by Fechter & Company, CPA. Placed on the agenda by Staff Services Analyst Gloria Fong.

Staff Services Analyst Fong informed the Board the management report was not available and is a report about whether any difficulties were encountered in the audit. The only change she sees that is needed is grammatical.

A new acceptance letter is generated because of the unexpected passing of one of the partners.

COMISKY/BOSTOCK MOTION to approve with minor grammatical changes. AYES: Martinelli, Bostock, Comisky, Hoberg. ABSENT: Cline. **MOTION CARRIED.**

- 8.e. Consideration for expense reimbursement of \$300.00 each to Todd Fenk and Hannah Fenk for safety boots reimbursement, an expense submitted beyond the 30-day limit. Placed on the agenda by Todd Fenk and Hannah Fenk.

MARTINELLI/BOSTOCK MOTION to approve 8e. AYES: Comisky, Martinelli, Bostock, Hoberg. ABSENT: Cline. **MOTION CARRIED.**

9. 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.)

9.a. April 19, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. May

9.b.2. April – corrected

9.c. Resolution No. 2021-22-25, A Resolution Establishing and Appropriating Over-Realized/Unanticipated Revenues received from the South Lake County Fire Sirens Auxiliary.

9.d. Resolution No. 2021-22-24, A Resolution Establishing and Appropriating Over-Realized/Unanticipated Revenues received from Partnership HealthPlan of California for the Intergovernmental Transfer Program.

9.e. Resolution No. 2021-22-28, A Resolution to Accept the Proposal Contract with Archilogix for Architectural Services for the Hidden Valley Lake Fire Station expansion.

All the exterior lights in the alcoves of Station 60 were changed out for LED ones. It originally had old style bulbs.


The fire mitigation refund was requested because the applicant cancelled their permit.

Cameras were installed on new vehicle to help see all sides and help with backing.

*After answering Director Martinelli's question about the station 60 electrical repairs, \$6,810 fire mitigation fee refund and cameras for vehicle, **COMISKY/BOSTOCK MOTION** to approve consent calendar. AYES: Martinelli, Bostock, Comisky, Hoberg. NOES: None. **MOTION CARRIED.***

10. **COMISKY/MARTINELLI MOTION** to adjourn meeting at 7:41 p.m. All in attendance are in favor of motion.

Respectfully submitted by Gloria Fong, Board Clerk:

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READ AND APPROVED BY
DEVIN HOBERG, President – Board of Directors:

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