



**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, July 18, 2023, at 7:00 p.m.**  
**Located at the Middletown Fire Station Board Room,**  
**21095 Highway 175, Middletown, CA 95461**

1. *President Bostock called meeting to order at 7:03 p.m.*
2. *Chief Duncan led pledge of allegiance.*
3. *Present: Directors Stephanie Cline, Matthew Stephenson, and Madelyn Martinelli, and President Rob Bostock. Absent: Vice President Jim Comisky. Also present: Chief Paul Duncan, Office Technician Karin Collett and Board Clerk Gloria Fong.*
4. **STEPHENSON/CLINE MOTION** to approve agenda: Ayes: Martinelli, Stephenson, Cline, Bostock. ABSENT: Comisky. **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 – *Chief Duncan reports president of fire sirens had a medical emergency and hospitalized for some time. Volunteer association installed ramp to assist her into the home. The group has been active and continue to operate except last Saturday because of the heat.*
  - 6.b. Fire Safe Council – *nothing to add to minutes attached.*
  - 6.c. Volunteer Association – *Association Vice President Robert Lanning reports all recruits attended E.V.O.C. this Saturday. Water tender and engine were staffed with good show to structure fire in Cobb. The dinner went well with good food and minor hiccup with casino and Calpine recognized Chief Wink.*
  - 6.d. Chief's Report – *Only thing to add is structure fire on Rainbow Rd. in Cobb, fully involved when he arrived first on scene. There was a great turn out.*
  - 6.e. Finance Report – *Nothing to add.*
  - 6.f. Directors' activities report

*Directors Stephenson and Martinelli have no to report.*

*Director Cline reports she donated baked item for dinner that was well attended, her husband enjoyed, and she won golf package she donated on to another person.*

*Director Bostock reports he attended dinner, the prime rib was good, and he praised the Association for good job.*

7. Regular Items:

- 7.a. Consideration for first responder of life support agreement with Napa County AMR. Placed on the agenda by Chief Mike Marcucci.

*On Chief Marcucci's behalf, Chief Duncan apologized to group for not being to attend and ask this be extended to next meeting.*

- 7.b. Consideration for Inventory Software Program in amount of \$17,545. Placed on the agenda by Chief Paul Duncan.

*Fire Captain Paramedic Andrew McCabe presented program. It is for better accountability for E.M.S., fleet maintenance and narcotic tracking. Three programs were offered, \$17,545 up front for Operative IQ, \$8,000 for Vantage and Vector Solutions, currently being used and is not user friendly. He has experience with Operative IQ, which is what he used at Northshore Fire for a few years, very user friendly. It's \$13,000 a year after the initial \$17,545. Pros for Operative IQ user friendly, tablet and computer based. It will allow us to have an accurate number of what our suppliers are actual holding. Right now, we do not have a set standard on what we carry on the rigs. My plan is to try to standardize what we carry on equipment and track all of it. It will keep a running tally with what we have and they are a direct vendor with Life Assist who we use currently, as our supply levels low in the EMS room decrease, it will automatically send an order to Life Assist and order for us. After every call consumables are documented to keep the inventory accurate. It's going to take a team effort to get the program up and running. The company gives us 10 hours of help to get all inventory put into system.*

*Director Cline asked if there will be a cost savings when it comes to wasting supplies. McCabe says once we get going and after a while, we will be seeing improvements on how much we waste. Gloria suggested maybe starting out by just getting the program from the narcotics side and going from there. McCabe and the board decided to give the program a try fully to see all of its potential.*

**CLINE/MARTINELLI MOTION** to approve and review in year on its impact. **AYES:** Martinelli, Stephenson, Cline, Bostock. **ABSENT:** Comisky. **MOTION CARRIED.**

- 7.c. Board President tasked the Equipment and Facilities Committee with review for purchase of two Utility vehicles, one as the replacement for the Dodge ½ ton and the other for the Battalion Chief.

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

8.a.1. May 16, 2023 Regular Meeting Minutes

8.a.2. June 20, 2023 Regular Meeting Minutes

8.b. Warrants – July

*Director Cline asked for one word on page 42 under 6f the 2<sup>nd</sup> paragraph under Director Cline's activity report be changed from 'at' to 'near' my house.*

**STEPHENSON/CLINE MOTION** to approve consent calendar with correction.  
**AYES:** Stephenson, Cline, Martinelli, Bostock. **ABSENT:** Comisky. **MOTION CARRIED.**

9. **CLINE/MARTINELLI MOTION** to adjourn meeting at 7:48 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  
ROB BOSTOCK, President – Board of Directors:

DocuSigned by:  
*rob bostock*  
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