



**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, October 21, 2025, 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 7:10 p.m.*
2. *Battalion Chief Lau led pledge of allegiance.*
3. *Present: Directors Rob Bostock, Vice President Stephanie Cline, Director Madelyn Martinelli, President Matthew Stephenson. Also present: Battalion Chief Josh Lau and Chris Aragon. Gloria Fong, and Karin Collett.*
4. **MARTINELLI/CLINE MOTION** to approve agenda. *AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. 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 today's agenda. The total period is not to exceed fifteen (15) minutes, unless extended at the discretion of the Board. *None.*
6. **Communications:**
  - 6.a. **Fire Sirens:** *Vice President Carol Olsen thanked the board and department for all they do for the thrift store (repairs and improvements) and informed everyone that their Vice President Barbara McDaniel had passed away.*
  - 6.b. **Fire Safe Council:** *Minutes attached in agenda packet.*
  - 6.c. **Volunteer Association:** *Paid Call Captain Gary Bevins reports interviews were held for upcoming academy in January, with five going through their process to be ready for academy, and the mentor program is up and running and is going well.*
  - 6.d. **Chief's Report:** *In addition to Chief's report in agenda packet, Battalion Chief Lau reports he got to sit in through the PCF interviews and some driver/operator training is coming up in November.*
  - 6.e. **Finance Report:** *Nothing to report.*
  - 6.f. **Directors' activities report**  
*Directors, Bostock, Cline and Stephenson have no activity to report.*  
*Director Martinelli reports she did transfer at Wells Fargo Tuesday.*

7. Regular Items:

- 7.a. Consider and approve Fire Mitigation Fee Annual and 5-Year Report for Period Ending June 30, 2025. Placed on agenda by Staff Services Analyst (SSA) Gloria Fong.

*Report that we need to send every year to the county by October 31<sup>st</sup>, breaks down all fee collections with ending balance of \$277,266.29.*

**MARTINELLI/CLINE MOTION** approve 7a as written. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

- 7.b. Consider and approve Resolution No. 2025-26-04, A Resolution Canceling Reserves for Participation in the State Intergovernmental Transfer Program (Rating Period CY 2024 Voluntary Rate Range Program (VRRP)). Placed on the agenda by SSA Gloria Fong

**CLINE/Bostock motion** to approve 7b. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

- 7.c. Consider and approve Streamline Website DocAccess Service Agreement. Placed on the agenda by SSA Gloria Fong

*This software helps our website stay ADA compliant.*

**CLINE/Stephenson motion** to approve 7c. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

- 7.d. Consider and approve Resolution No. 2025-26-05, A Resolution Approving the Department of Forestry and Fire Protection Agreement #7FG25110. Placed on the agenda by SSA Gloria Fong

*Thank you to the Chiefs for applying for the grant. Agreement is attached and what they are allowing for purchase, which is on page 22 for wildland gear.*

**CLINE/MARTINELLI motion** to approve 7d. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

- 7.e. Consider and approve Resolution No. 2025-26-06, A Resolution Appropriating Contingencies for Construction of the New Hidden Valley Lake Fire Station. Placed on the agenda by SSA Gloria Fong

*This resolution sets up account for construction expenditures. The approved amount from last month was doubled, to include building fee we are waiting on an estimate for.*

**CLINE/BOSTOCK motion** to approve 7e as written. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

- 7.f. Consider and approve Resolution No 2025-26-07, A Resolution Establishing and Appropriating Over-Realized Uanticipated Revenue, Returning it to Reserves. Placed on the agenda by SSA Gloria Fong

*This is the amount received from the sale of the surplus Life Paks through GovDeals.*

**STEPHENSON / BOSTOCK motion** to approve 7f. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. **MOTION CARRIED.**

7.g. Consider and support Staff's request to purchase books and curriculum, and additional needs in instituting Emergency Medical Technician Program. Placed on the agenda by Chief Paul Duncan.

*Battalion Chief Lau thanks Cpt Will Clark for writing the staff report. Battalion Chief Lau and Chief Duncan both support the EMT program.*

**CLINE/MARTINELLI motion to approve 7g. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. 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. September 16, 2025 – Regular Meeting Minutes

8.b. Warrants – October

*New check total for tonight is \$392,097.04. The US Bank check changed from \$70,552.04 to \$65,858.69. This is due to moving Etrailer \$2,668.59 and Failsafe \$2,125.94 charges to next month's check, addition of Amazon \$149.08 charge for office supply order and Grainger \$39.29 charge for supply order and Quill's \$87.18 credit for office supplies that were not received.*

**CLINE/BOSTOCK motion to approve consent calendar with changes. AYES: Bostock, Cline, Martinelli, Stephenson. NOES: none. ABSENT: Comisky. MOTION CARRIED.**

9. **MARTINELLI / BOSTOCK MOTION to adjourn meeting at 7:54 p.m. 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  
Matthew Stephenson  
President, Board of Directors

Signed by:  
*Matthew Stephenson*  
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