



**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, September 17, 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. Call to Order: at 7:00pm by Stephanie Cline
2. Chief Duncan led Pledge of Allegiance:
3. Present: Directors Rob Bostock, Madelyn Martinelli, and Stephanie Cline absent Vice President Matthew Stephenson, and President Jim Comisky Also, present Chief Duncan, Board Clerk Gloria Fong and Office Tech Karin Collett.
4. **Bostock/Martinelli Motion** to approve agenda, Ayes: Bostock, Martinelli, Cline , NOES: NONE. Absent: Comisky and Stephenson. **MOTIONED 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 – Nothing to report
  - 6.b. Fire Safe Council – report attached nothing to add
  - 6.c. Volunteer Association – Todd trying o get through fire season. EVOC class oct 15. We are rolling right into setting interview for this new recruit. We working with Napa. Chief Duncan working on cancer awareness shirt, starting next month.
  - 6.d. Chief's Report – not attached, north division operation is full swing. We had the Boyles fire in Clearlake. Camp op no change both crew out of county. SLC new utility is up and running and B17a will go into service when new chief. Dodge has been stripped and will be listing on govdeal. New station had a meeting, had some changes with wiring and plumbing and will get a cost to build. Oper force multiplier was a success. Had a total of 10 incident where the tools have been used to stop fire. Fleet has been looking for a tractor for the CLERC grant. W6011 will be next.
  - 6.e. Finance Report – nothing attached, other than balancing through July with auditors' office reports. Expenditure is grouped together in pending expenditure column and should have everything caught up for October
  - 6.f. Directors' activities report –

Martinelli - Successful did a bank transfer so payroll can be paid.

Bostock- 3 of us is up for reelection come November. We won't be on the ballot since no one is running against us. Keep it safe and smooth

Cline- nothing to report

7. Regular Items:

7.a. Consider and approve Fechter & Company CPAs audit engagement letter. Placed on the agenda by SSA Gloria Fong.

Michael Fink is in attendance via Zoom.

**Martinelli / Bostock** motion to approve 7a as written AYES; Martinelli, Bostock, Cline. NOES: None. ABSENT: Comisky and Stephenson. **MOTIONED CARRIED**

7.b. Consider and approve participation (Collection 4 of 4 in amount of \$20,654.82) 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.

4<sup>th</sup> payment, we will pulling it out of reserves.

**Martinelli / Bostock** motion to approve 7b as written AYES; Martinelli, Bostock, Cline. NOES: None. ABSENT: Comisky and Stephenson. **MOTIONED CARRIED**

7.c. Review and consider, if necessary amendments to Conflict of Interest Code. Placed on the agenda by SSA Gloria Fong.

We changed the name, the positions are not changed so nothing needed.

Cline relinquished gavel. **Cline/Martinelli motion** to approve 7c as written AYES; Martinelli, Bostock, Cline. NOES: None. ABSENT: Comisky and Stephenson. **MOTIONED 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. August 20, 2024 - Regular Meeting Minutes

8.b. Warrants – September

8.c. Budget Transfer of:

8.c.1. \$50,000 from professional specialized services account 357-9557-795.23-80 to salaries & wages overtime 357-9557-795-01-13 to cover cost in incurred for assistance by hire

8.c.2. \$7,015 from professional specialized services account 357-9557-795.23-80 to capital fixed asset-prior year 357-9557-795-62.79 to cover cost for radio package for Ambulance

August warrant list is amended to exclude SLCFVA reimbursement because it was corrected and included on September warrants.

September warrants are amended to include checks to AT&T, Wittman, Cascade Software Systems' prior month invoice, Mason Tan and Wittman. New total is \$80,001.11.

**Bostock/Martinelli motion** to approve consent calendar with corrections, AYES; Martinelli, Bostock, Cline. NOES: None. ABSENT: Comisky and Stephenson.  
**MOTIONED CARRIED**

9. **Cline/Martinelli Motion** to Adjourn Meeting at 7:21 pm. All members in attendance in favor of adjournment.

DocuSigned by:

*Karin Collett*

Respectfully submitted by  
Karin Collett Office Technician

DocuSigned by:

*Jim Comisky*

READ AND APPROVED BY  
JIM COMISKY, President, Board of Directors