



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 15, 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. *Roll Call: Directors Jim Comisky, Stephanie Cline, and Madelyn Martinelli, Vice President Rob Bostock, President Devin Hoberg. Also present: Chief Paul Duncan, Office Technician Karin Collett, and Board Clerk Gloria Fong.*
4. **COMISKY/BOSTOCK MOTION** to approve agenda. *AYES: Cline, Martinelli, Bostock, Comisky, Hoberg. NOES: None. 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.
CLINE/BOSTOCK MOTION to approve agenda item 5. *AYES: Martinelli, Cline, Bostock, Comisky, Hoberg. NOES: None. 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

Minutes and chipping schedule are included in agenda packet. Chief Duncan states Liz Black stepped down as President and Julianne Lewis is the new President. Biggest issue is the pine fuel in the Cobb area. Clear Lake Environmental Research Center is working on the Fox Drive area and PG&E is making defensible space areas. They are doing about 700 tree removals on Cobb. Director Martinelli added that PG&E sent postcards out with all the information.

7.c. Volunteer Association

Association President Todd Fenk reports thankfully it feels like finally we're starting to get back to a little normal; we're revisiting the open house, which will be April 2nd at the station, with a lot planned and bingo night to follow at the Lions Club.

Doors open at 5, bingo starts at 6, and chicken and pasta from Hometown Creamy will be served. Price is \$15 per adult and \$10 per kid. There will also be raffles, auction items, and cash prizes. We are hoping this is successful, and we can do it again in the future.

The academy is just starting to get into things, it's a lot of fun for our one recruit from South Lake. This weekend they are working on extrication.

Paid Call Firefighter (PCF) attendance has been a struggle over the past couple of years, so we made it a point at the beginning of the year to hold everyone accountable for participation. The attendance and been up and looking forward to what that brings.

South Lake was approached by the High School to help with Sober Grad. We will be supplying transportation with staff in uniform from 9pm-5am to make sure students get home safely. Chief Duncan has signed up to participate also. They will use utilities or personal vehicles if needed.

7.d. Chief's Report

Chief Duncan read from his notes included in the agenda packet, added the new Unit Chief will be coming around Monday.

Chief Duncan responded to Director Martinelli's question about the Americorp group coming around to help clear brush. There was a short window but that has passed, they were working around the community, looking at clearances, and handing out pamphlets.

Additionally, we are about 3 months ahead on curing of fuels and humidity out in the timber. So mid-June is where this would be typically.

7.e. Finance Report

Staff Services Analyst Fong has nothing to add to report included in the agenda packet. She reminded all the budget process is coming up. She hopes to provide a preliminary budget in April and the final recommended in May for adoption.

PCFs covering behind at the stations amounts to about \$57,000 and takes the place of overtime on the Cal Fire side. She responded to Director Martinelli's question about whether the \$19,237 spent under the overtime salaries and wages budget of \$35,000 was part of the \$57,000. Overtime has not been split out yet. She plans to prepare one budget transfer instead of multiple. PCFs don't have a scheduled work week. It starts when they start at the station with the first 53 hours at straight time, and after that is overtime until the end of the week, then starts over again. Hours worked are included in her report.

7.f. Directors' activities report

Director Martinelli reports she called in a fire today around the 10000 block of Loch Lomond Road because a couple of people were concerned. Chief Duncan responded that a lot of burning is being done. He could share database with control burns but there at about 6000 permits. She shared news about the Loch Lomond property going up for auction with \$200,000 opening bid. She called the realtor who couldn't tell her if it was listed for sale, and today a real estate guy came and put sign up for lease and for sale but couldn't discuss it with her.

Director Bostock has no activity to report.

Director Cline shared her summary on information at the Murphy program she attended. Long story short, it was a lot of information and good thing is she is attending the Fire District Association of California (FDAC) conference in April. She toured the district with Battalion Chief Wink on Sunday, visited fire houses and the most exciting thing was going out to a control burn out in Jerusalem Grade area. It was nice to see how professional Battalion Chief Wink was with the family and has their trust. One thing she took away was the living. At least Cobb has the view and is not super cramped and with Hidden Valley station she can see why there is a push to have the new station. It was cool to see how clean they kept everything.

Director Comisky is spending a lot of time for the conference in April. There is a really good program and first live meeting in two years. Discussion is taking place with Cal Chief, FDAC, and Cal Fire about the term "fire season" going away. Because as of the last year there have been fires year around. People become complacent with hearing the end of fire season or the beginning of fire season. Its going to be a collaborated effort to take the term away. Chief Duncan suggested use of 'burn season.'

State Emergency Medical Services Authority is at a standstill. Chapter 13 hearings have stopped since Dr. Duncan is gone. Liz, who is the interim, is being very corporative and is not being a bully. Taking away the ability to transport Advance Life Support will directly affect us.

Director Hoberg reports the equipment and facilities committee met and came up some recommendations.

- 7.g. Vitalant recognizes South Lake County Fire Protection District for their lifesaving contributions during the 16th Annual Bucket Brigade Challenge.

There is a certificate attached to the agenda. Karin stated that they did bring in one t-shirt if anyone wanted it.

8. Regular Items:

- 8.a. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-19, A Resolution Setting Consumer Price Index (CPI), Directing Fire Chief, or Designee, to certify and Request County of Lake to Collect Special Tax on the 2022-2023 County Tax Rolls. Placed on the agenda by Staff Services Analyst Gloria Fong.

What is being presented is the setting of the consumer price index that must be adjusted every year per the ballot.

Staff Services Analyst Fong answered Director Martinelli's questions about what this equal for a single-family residence. She responded that it is \$221.60, up from \$207.20.

CLINE/COMISKY MOTION to approve item as submitted. *AYES: Martinelli, Bostock, Comisky, Cline, Hoberg. NOES: None. MOTION CARRIED.*

- 8.b. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-20, A Resolution of the Board of Directors of the South Lake County Fire Protection District Adopting a Fire Protection System Study, Fire Protection Standards, and a Capital Fire Facilities and Equipment Plan. Placed on the agenda by Staff Services Analyst Gloria Fong.

This allows us to collect fire mitigation fees. If this isn't adopted and submitted by March 31st, we lose opportunity to continue collecting the \$1 per square foot, as allowed through the County ordinance.

CLINE/MARTINELLI MOTION to approve item 8b as submitted. *AYES: Bostock, Martinelli, Cline, Comisky, Hoberg. NOES: None. MOTION CARRIED.*

- 8.c. **PUBLIC HEARING:** Consideration for Resolution No. 2021-22-21, A Resolution of the Board of Directors of the South Lake County Fire Protection District Making Findings and Requesting Imposition of the Fire Mitigation Fees Pursuant to the Lake County Fire Mitigation Fee Ordinance. Placed on the agenda by Staff Services Analyst Gloria Fong.

This is the request for the imposition of the fees.

MARTINELLI/CLINE MOTION to approve 8c. *AYES: Comisky, Cline, Bostock, Martinelli, Hoberg. NOES: None. MOTION CARRIED.*

- 8.d. Consideration for Objection to Tax Defaulted Properties Approved for Public Auction. Placed on the agenda by Staff Services Analyst Gloria Fong.

This is primarily to inform us there are properties going up for auction set by the Board of Supervisors. 14% of the list does fall under South Lake's jurisdiction, which isn't a lot. When the property sells, the back taxes get paid and the district gets something.

No action taken.

- 8.e. Approve recommendation from Consultant Skiles and the Equipment & Facilities Committee to hire Archligix to design the Hidden Valley Station expansion project. Placed on the agenda by the Equipment and Facilities Committee.

Director Hoberg stated that the committee met, and all agree that Archligix is the best candidate.

CLINE/BOSTOCK MOTION to approve 8e as submitted. *AYES: Martinelli, Cline, Comisky, Bostock, Hoberg. NOES: None. MOTION CARRIED.*

- 8.f. **TABLED FROM** July 20, 2021, Meeting: Consideration for the updating Office Furniture for Middletown Station 60. Placed on the agenda by Battalion Chief Mike Wink and Staff Services Analyst Gloria Fong.

The website will be updated with the attachment which is currently missing from the agenda packet.

Staff Services Analyst Fong informed the Board this item was introduced at the July 20, 2021, Board meeting. The National Business Furniture quote was roughly under \$14,000 and that included furniture for the shared office, front office, and her office. It also included installation and assembly. We looked at the product and wanted to look at another product to compare with it.

The second vendor is Seats and Stations. Chief Duncan visited their showroom in Roseville and their furniture is of good quality. It is a made to order item, so whatever items are chosen are non-returnable. They were asked to quote furniture for the same offices. They were also asked to quote furniture for the chief's office, board room directors' tables and chairs, which are about 10 years old, small conference room chairs and the lobby area. This was done to have the same collection throughout the station. This can be done by office if the Board chooses. Their quote also includes installation, and this quote came in at just over \$50,000 because it includes furniture for additional offices.

Looking at the two products excluding the installation and furniture for the additional offices, they are comparable \$13,000 National Business Furniture and \$14,000 Seats and Stations. The products do differ slightly, such as desk sizes 30x60 versus 30x72, file cabinets sizes, and is a reason for difference in prices.

Chief Duncan stated that we asked National Business Furniture to deliver one of their cabinets here to look at. It was very lightly built, a lot of particle board and not very substantial. He visited Seats and Stations' showroom in Roseville, specified bigger desks, made sure desks were sit, stand, opted for better options that will in the long run be better for the employees and longer service life for the equipment.

Director Hoberg asked about the service life. Chief Duncan replied except for the sit stands that will have little more wear and tear, the build quality is similar to what we have currently. The furniture in the offices now are about 20 years.

Director Comisky suggested repurposing furniture to another station if there is a need, but the desks are too large for the stations.

Staff Services Analyst Fong informed Board that the resolution will be for total amount of \$50,452.62, half coming from contingencies and other half from reserves, the Intergovernmental Transfer funds, because we have identified that 50% of it is medical because our office staff handles medical side of things.

Director Hoberg asked about the likelihood of how fast the furniture will arrive. The furniture is made to order, and mechanical pieces might be a challenge, but they are local out of Roseville.

BOSTOCK/MARTINELLI MOTION to approve the motion on the furniture from the recommendation from Chief Duncan and Staff Services Analyst Fong and the funds be transferred as stated in the resolution. AYES: Martinelli, Cline, Comisky, Bostock, Hoberg. NOES: None. ***MOTION CARRIED.***

9. Consent Calendar Items:

9.a. February 15, 2022, Regular Meeting Minutes

9.b. Warrants

9.b.1. March

9.b.2. February – corrected

9.b.3. Budget Transfers

CLINE/BOSTOCK MOTION to approve the consent calendar. *AYES: Martinelli, Bostock, Comisky, Cline, Hoberg. NOES: None. MOTION CARRIED.*

10. **CLINE/COMISKY MOTION** to adjourn meeting at 8:00 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
DEVIN HOBERG, President – Board of Directors:

DocuSigned by:
Devin Hoberg
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