



# South Coast Fire Protection District

P.O. Box 334 Gualala, California 95445 (707)884-4700

Minutes from the Regular Meeting on February 16, 2023  
Location: 39215 Church Street, Gualala, California

## 1. Call to Order:

The meeting was called to order by Pete Slunaker at 4:30pm.

## 2. Roll Call:

Present: Chair, Pete Slunaker; Directors Kevin Callanan, Rick O'Neil, Chuckie Sorensen, and Flavia de Oliveira.

## 3. Public Expression: 3 – minute limit person, 10 - minute total subject.

None.

## 4. Approval of Minutes from Last Meeting

**Flavia de Oliveira motioned to approve the minutes from the last meeting. Rick O'Neil seconded the motion. Ayes: Pete Slunaker, Kevin Callanan, Rick O'Neil, Chuckie Sorensen, Flavia de Oliveira; Nays: None. The motion passed, 5 Ayes, and 0 Nays.**

## 5. Financial Report:

There is \$673,270 in the general fund, with an additional \$240,000 in a reserve fund for a grand total of approximately \$913,000 left for the remainder of the year. Not captured in those totals is about \$100,000 in checks, and we need to move our annual allocation of \$40,000 into the reserve fund. Jason inquired about \$40,000 within the general fund that the board has earmarked for "Capital Investment." No one remembered what that had been originally allotted for. Jason said he is working on a budget burn rate to see if we have to make some amendments to the original budget to carry us through the rest of the year.

## 6. Old Business: Discussion / Action on Updates

- a) **MHA Mobile Clinic Storage**—Mendonoma Health Clinic is hoping to have an MOU before the board sometime in March for storing their mobile clinic vehicle. They are expecting a delivery date of the unit sometime in July.
- b) **Strategic Planning**—Jason is working on the strategic planning for the district's future needs. Kevin Callanan inquired about the reserve account contributions. Currently we are contributing approximately about 7 percent from our general fund toward the reserve account.
- c) **Grants**—We have received full reimbursement for the rope rescue grant (it was a 75/25 grant). We are still working on the USDA grant for the 4-wheeler and side by side. And we have just submitted an application for an AFG grant through Homeland Security for an extractor to maintain our PPE.
- d) **District Website**—Flavia said she has been searching for website designers who can update our website to meet current ADA standards should we need a backup. She asked Jason if Marco was

still interested in designing a new website. Jason said he was interested in working with Marco. A discussion ensued about using social media for pushing information out to the public. It was very useful during the storms to report road closures.

## 7. New Business: Discussion / Action

- a) **Emergency Contracts**—Pete Slunaker discussed the use of privately owned heavy equipment with our attorney. Payment for the equipment and operator costs had come up at the last meeting. In addition, he also inquired about whether we could work on our own building using the expertise of the firefighters who work in construction. Pete said that we are allowed to do repairs or replacements for up to \$10,000 without having to go out to bid. He also found out that if our budget is under one million dollars, which it currently is, we can use up to \$25,000 to perform emergency repairs during that fiscal year. It does require approval of 4/5ths of the board if that has been established as board policy.

**Rick O’Neil motioned to amend our policy to accept a 4/5ths vote for use of emergency funds up to the legal amounts as prescribed by law. Chuckie Sorensen seconded the motion. Ayes: Pete Slunaker, Kevin Callanan, Rick O’Neil, Chuckie Sorensen, Flavia de Oliveira; Nays: None. The motion passed, 5 Ayes, and 0 Nays.**

Pete also found out that we can pay for rental of heavy equipment that is owned by one of our firefighters, however the owner of the equipment could not be paid a wage if they are an employee. For example, Jason, our fire chief, used his equipment to clear trees. He could be paid for the use of that equipment, but he could not be paid for labor as an operator.

- b) **Parking Lot Emergency Repairs**—The parking lot is in terrible shape and needs to be addressed immediately. Jason said to concrete the driveway for the four bays would be between \$85,000 in materials only to concrete the damaged area of the driveway. Jason reached out to a company that put in a bid sometime back to asphalt the driveway at \$39,000. They said that they could do the same job now for \$45,000. Jason said that we could probably get three bids on it pretty quickly.

**Flavia de Oliveira motioned to allow Jason to seek bids from contractors to asphalt the driveway. Kevin Callanan seconded the motion. Ayes: Pete Slunaker, Kevin Callanan, Rick O’Neil, Chuckie Sorensen, Flavia de Oliveira; Nays: None. The motion passed, 5 Ayes, and 0 Nays.**

## 8. Chief’s Report:

- Jason has applied for some FEMA funding to address storm damage to our facility from water damage caused by a clogged culvert.
- Chief Turbeville will be teaching some command classes at our firehouse in the next few weeks.
- Jason reported on the arson fire at the Gualala Community Center. A suspect has been arrested by MCSO.
- A discussion about pre-planning programs that could be loaded on the laptops ensued that would really help command staff at major incidents. The tablet command is about \$1,500, and the pre-plan software would be about \$2,500.
- Jason is keeping his eye out for an air trailer that could be transported to incidents to fill SCBAs. He inquired about one that was for sale in Mendocino, but they already had an offer on it.
- Jason had a discussion with our dispatch to allow our agency to name requested resources for a major incident. This came up during the Gualala community center fire because mutual aid requests he made were all pulled by the dispatch center from Mendocino County fire departments even though they had longer response times to our district than some Sonoma County fire departments would have had. This highlighted the lack of awareness that the dispatch center has about our location. Even though they discourage the use of naming particular resources by district Officers, they relented that in our case our recommendations for resources from Sonoma County would be accepted.

## 9. Directors Comments:

None.

**10. Closed Session: Employee duties and expectations review**

**11. Open Session after Closed Session:**

The meeting was re-opened after the closed session discussing employee duties. An ad hoc committee comprised of Jason, Kevin, and Flavia will be formed to work on job descriptions and expectations review.

**12. Adjournment:** The meeting was adjourned at 6:27pm. Next Meeting is on March 16, 2023