



# South Coast Fire Protection District

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

Minutes from the Regular Meeting on November 18, 2021

**Location:** 39215 Church Street, Gualala, California

## 1. Call to Order

The meeting was called to order at 6:00pm by Pete Slunaker.

## 2. Roll Call

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

Absent: Director Flavia de Oliveira

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

None.

## 4. Approval of Minutes from Last Meeting

**Chuckie Sorensen motioned to approve the minutes from the regular meeting last October. Kevin Callanan seconded the motion. Ayes: Kevin Callanan, Rick O'Neil, Chuckie Sorensen, Pete Slunaker. Nays: None. The motion passed 4 Ayes, 0 Nays.**

## 5. Financial Report

Payroll expenses are high due to strike team payments that haven't been reimbursed by Cal Fire yet. Other than that, the budget is on target.

Jason said he just learned that the report for the State Controller's Office is due in January. Normally Celentano handled submitting the report, but his contract with us has expired. We are in the process of finding a new auditor, but don't have anyone on contract yet. Celentano doesn't want to submit the report if he doesn't have a contract with us. Jason said he would ask Celentano if we could hire him to do just the report for the Controller's Office. If Celentano is not willing to do that, we could hold a special meeting next month to discuss our next move.

**Kevin Callanan motioned to have Jason Warner inquire whether or not Celentano would be willing to allow us to contract his service to submit the January report to the State Controller's Office. Chuckie Sorensen seconded the motion. Ayes: Kevin Callanan, Pete Slunaker, Rick O'Neil, Chuckie Sorensen. Nays: None. The motion passed, 4 Ayes, 0 Nays.**

## 6. Old Business: Discuss/Action on:

**a. Prop 172 Funds.** Jason reviewed the contract for the Prop 172 funds, signed and returned it. That should be coming in sometime in December or January.

**b. 2021 PG&E Augmentation Funds.** Our district has been awarded \$20,000 from the 2017 wildfire settlement with PG&E which is to be used for non-transport medical equipment and spent before June. Jason is also trying to get an additional \$45,000 in fire equipment from a settlement targeted for county fire departments from the County Board of Supervisors. We are still waiting to see the contract for that.

**d. Job Descriptions.** Jason wants to change the title for the office secretary position, and create a position description for it. It is still a work in progress.

**7. New Business: Discuss/Action on:**

None.

**8. Chief's Report**

- A. This year we will exceed our record of 348 calls.
- B. We have resumed vaccination clinics at the main station.
- C. Covid relief funds, if awarded, will total about \$22,000. Most of that was station rental for the vaccination clinics and staff time.
- D. The Anchor Bay station has been re-sided, and will be painted soon.
- E. Fire inspections are underway for public assembly areas such as restaurants, daycare, nursing homes, educational facilities, medical offices and other institutional services. Jason estimates that there are about 70 mandated inspections that need to be performed annually in our district. Either we can do the inspections or the State Fire Marshall can assign someone to do it for a fee. Jason described how he is handling the inspections. He is working with the business owners to ensure they understand the fire codes and standards that they must comply with.
- F. Jason and Chris are working with Lexipool to establish written policies and procedures for the fire department.
- G. There has been a 200% increase in the annual insurance premiums that we pay to FAIRA. We were recently audited by an agent from FAIRA and one of the things that they mentioned is the need to have written policies and procedures. It will take a few months to get the result of the audit back.
- H. The Ford F-250 is back from having the front end worked on. The cost of the repairs was \$3,000. They replaced the tires, front track bar, and ball joints among other things. It is safer to drive and within acceptable limits.
- I. The Christmas party will be catered by the Anchor Bay Store. Kevin asked Jason if the plaque that Flavia is working on will be ready by the event.

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Pete Slunaker asked if we could present a \$100.00 gift certificate to Gregg Warner from Outdoor Pro Shop to express our thanks for his service.

**9. Director's Comments**

Rick O'Neil would like to replace the chairs we've been using at our board meetings. They are unstable and potentially a hazard. Jason said that as soon as some of the reimbursement checks come in from Cal Fire or the tax from the County, he will look into replacing the old chairs.

**10. Closed Session**

None.

**11. Open Session after Closed Session**

None.

**12. Adjournment**

The meeting was adjourned. The next regular meeting is on December 16, 2021.