



South Coast Fire Protection District

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

Minutes from the Board of Directors meeting on March 18, 2021

Location: 39215 Church Street, Gualala, California

1. Call to Order

The meeting was called to order at 6:04pm by Pete Slunaker.

2. Roll Call

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

3. Public Expression – 3-minute limit

None.

4. Financial Report

Maureen Carr was not present at the meeting, so Jason Warner filled in. He said that the district has received most of the payments from Cal Fire incidents however \$48,000 is still pending from the Lightning Complex fires.

5. Announcements

Pete Slunaker announced that Gregg Warner has officially resigned as Chief of the department. Pete said that Gregg would still like to be active in the organization and be available to go out on strike teams. Jason Warner will be the interim Chief.

Pete said the board should post a job announcement immediately in three conspicuous places. He also said the board should consider hiring additional support personnel because of the growing demands of the job. Kevin asked Pete if he knew where and how long the position needed to be posted. After some discussion, the board decided to post the position in the ICO, at the grocery store, post office and the firehouse bulletin board. The job would be posted as soon as possible with a closing date of May 1st. Depending on the number of applicants, the board would consider holding a special meeting, if needed, before the next regular meeting on May 20th.

6. Approval of Minutes from Last Meeting

Chuckie Sorensen motioned to approve the minutes from the January 21, 2021 meeting. Flavia de Oliveira seconded the motion. All approved, the motion passed.

7. New Business - OES MOU overtime resolution, new portal to portal resolution

Jason said that the board needed to approve a new resolution for compensation for strike team assignments particularly for Battalion Chief and above positions. Chris Dilks read the resolution aloud. This MOU with Cal OES ensures that all SCF personnel will be paid by the State from portal to portal when filling resource requests.

Kevin motioned to approve the Cal OES MOU overtime resolution. Chuckie seconded the motion. All approved. The motion passed.

Jason asked the board he needed to determine what his hourly rate was to fill in the salary survey. The district has not adjusted their rates since 2018. After some discussion, the board decided to go with the 2018 rates.

8. Old Business—Stipend Program

Jason has been investigating how other volunteer departments have been implementing their stipend programs and what duties may be entailed. The benefits would be better maintenance of the equipment and apparatus, as well as ensure coverage for incidents. Pay differential for night versus day shifts may be considered. He said he would have more information on the program he would like the board to consider soon.

9. Chief's Report

- Currently there are 40 volunteers on the roster, though that may change. Jason is considering implementing new minimum standards for active volunteers to maintain. He said he thought the old standards were too high, and that volunteers were not being held accountable. His desire is to set achievable goals and hold volunteers to those standards.
- Jason and Chris have been looking into SOPs for the fire department. He started looking into a company called Lexipol that provides risk management solutions for public safety agencies. They help departments develop policies that reflect current practices and adhere to legal standards. They also provide on-line training for members and other services for a fee of \$3,200 per year. He said it was less than what we are paying for Target Solutions, and it was more user friendly.

Rick O'Neil motioned to pay Lexipol \$3,200 for services. Chuckie seconded the motion. All approved, the motion passed.

- Jason asked what the dollar limit was that he could spend without needing board approval. Chris said she could not find any documentation with that information on it. Chuckie said it was \$500. After discussion, the board said they would look into reviewing that limit at the next meeting.
- Jason is looking into getting new quotes on insurance. The district is spending \$43,000 annually on insurance while other comparable agencies are paying in the \$25,000 range. He also said he found some discrepancies on the reporting of the number of volunteers which would need to be adjusted.
- Jason said we've applied for an Assistance to Firefighter's Grant through the Dept. of Homeland Security for a type 1 engine. He also announced that the department has applied for a SAFER grant to pay for staffing the firehouse with a duty officer and fire captain Monday through Friday, from 8am to 5pm. Also, he has applied for a recruitment and retention grant for training costs, and increased stipend for the volunteers that respond to calls. Jason also mentioned that Lexipol provides grant services, both in locating available grants, and for an additional fee, providing assistance in writing the grant.
- RCMS has been using our main station facility to provide Covid-19 vaccination clinics to the community. They have been very appreciative of the use of our facilities for this huge endeavor.
- The new rescue has arrived and Artie mounted all of the tools to get it in service. It has been a great asset to the department. The water tender that the district purchased from Timber Cove FPD is in service and has already responded to four mutual aid fires, and that the personnel are happy with the new water tender.
- The heater the board approved in the apparatus bay has been installed.
- Jason is refining the contract between Knox Box and South Coast. He would like to go to a more accountable, digitally secure system that Knox Box offers. Instead of having loose keys issued to the department to access key boxes set up by businesses, the key to those boxes would be secured in lock boxes installed in an apparatus and chief's rig. Individuals in the department would have a digitally traceable security code to those boxes that would record when, and who, opened them. The cost would be \$1,000 for software licensing, plus \$1,000 per box. Jason would like to have two boxes, one for his vehicle, and one for the engine. The total cost of the two boxes with software licensing would be \$3,000.

Chuckie motioned to approve \$3,000 to get the new Knox Box system. Flavia seconded the motion. All approved, the motion passed.

- Jason inquired who held what position (i.e. Secretary, Treasurer, etc.) on the board. Jason also mentioned that while he was negotiating the financing of the new rescue truck, he discovered--per the Brown Act--that the minutes of the board meeting needed to be completed within 48 hours after the meeting. Flavia, the secretary, was unaware of this requirement.
- Jason said that a community member, who wished to remain anonymous, donated a drone to the department. He said it would be useful for search and rescue operations as well as cliff rescue applications.

Kevin asked Jason if PG&E was planning to place a fire alert camera on the new cell tower. Jason said he knew of a camera being installed on the Fish Rock tower, but that there were no plans to put one on the most recently installed cell tower. Kevin also asked what resources might be available to provide for the influx of evacuees from fires. A brief conversation ensued about what local or county resources might be available, but basically there is no organized effort to provide for the increased number of people that come to the coast seeking refuge from the fires inland.

10. Closed Session

None.

11. Open Session after Closed Session

None.

12. Adjournment

The meeting was adjourned at 7:48pm, next meeting is on May 20, 2021.