



South Coast Fire Protection District

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

Minutes from the Regular Meeting on April 20, 2023
Location: 39215 Church Street, Gualala, California

1. Call to Order

The meeting was called to order at 4:30pm by Flavia de Oliveira who is Acting Chair for this meeting in Pete Slunaker's absence.

2. Roll Call

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

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

None.

4. Approval of Minutes from last meeting

Rick O'Neil motioned to approve the minutes from the regular meeting in March. Kevin Callanan seconded the motion. Ayes: Rick O'Neil, Kevin Callanan, and Flavia de Oliveira. Nays: None. Ayes: 3, Nays: 0, the motion passed.

5. Financial Report

Jason Warner began the discussion by reporting that the district had received a check from the county for approximately \$260,000, bringing the amount of funds in our bank account to about \$574,000. The amount in our reserve account is about \$240,000, which brings the total amount of funds in our accounts to about \$815,000. We should receive some additional funds from the county in August. We also have some payments coming in from pre-positioning assignments.

6. Old Business: Discussion/Action

- a. **MHA—Mobile Clinic Storage.** Mendonoma Health Alliance (MHA) has not presented us with a memorandum of understanding for storing their mobile clinic RV.
- b. **Strategic Planning.** Tabled until further notice.
- c. **Grants.** USDA grant: It was supposed to be an 85/15 (85% USDA funds, 15% SCFPD funds) grant. The USDA wouldn't use our demographics to determine funding needs because we are not an incorporated city. We used Mendocino county's demographics in our grant; however, USDA would not accept those figures and instead used The Sea Ranch's demographics. So, USDA is only going to fund 15% of the grant instead of 85%. Jason said he appealed that decision but still wants to accept the 15% offer, if it stands. He is limiting the grant purchase to the side-by-side, and found a trailer from another agency for \$3,000 which the Firefighter's Association has agreed to purchase on our behalf.
- d. **District Website.** Tabled--still in progress.
- e. **Policy and Procedures.** Flavia suggested that we divide the boiler plate policy manual up among the board members to try to move forward with creating our own policy and procedure manual. Jason said that each policy has to be approved by the board. Kevin asked if there was a timeline for this project. Jason said that we should have it done before our next audit in September. Flavia tabled the discussion until next meeting when more board members will be present to discuss how we are going to tackle this project.

7. New Business: Discussion/Action

- a. **Disaster Update.** Jason has been meeting with FEMA and State site inspectors and engineers to go over the damage we sustained to our stations and driveway during the storms. He said there

were inconsistencies in how the funding process timeline worked, however the last meeting was more positive in terms of getting the money to do the project in a timely manner. They are also interested in funding a robust solution to the driveway problem using more material than we had originally planned for. Our obligation would be 6.25% of the project if the funding comes through.

- b. RFC/VFA Grant Resolution.** Jason said to scratch this topic off the agenda. It will not be in the discussion for a couple of months.
 - c. MCAFD Update.** Flavia updated the board on the latest news from the Mendocino County Association of Fire Districts. We discussed funding, the new potential Warden position, and upcoming legislation.
 - d. Budget Update—2022/2023.** Jason updated the board on the extra money we earned in 2022/2023 for strike team participation, and the highlighted expenses we have had to make adjustments to for the remaining of the year. He also discussed the changes we would make to our budget categories to fall more into line with what the auditor suggested.
 - e. Preliminary Budget--2023/2024.** Jason presented a preliminary budget for the next fiscal year.
- 8. Chief's Report**
- a.** Call volume is around 250.
 - b.** Cascade system—our main compressor is out of service. Jason finally found a company willing to work on it. The technician is looking for a solenoid for it. Our compressor is a 2014 model. However, it is already obsolete and the parts are difficult to find. A new compressor would cost about \$50,000. We are going in on a used air trailer from Mendocino with Elk, Redwood Coast, and Andersen Valley. The total cost of the air trailer is \$20,000, divided up equally by the four departments. The trailer will be housed in our district.
 - c.** Jason reported on the mutual aid issues we have with our dispatch center in considering resources from Sonoma county and vice versa.
 - d.** Kevin asked for an update on the repairs being done to our stations. Jason provided information about the roof leak at the Anchor Bay station, and gutter repairs to Iversen stations.
 - e.** Kevin asked how the used type-1 engine we purchased is working out. He said initially it needed some work on the valves, but after some minor repairs it seems to be working well.

9. Director's Comments

The auditor said that we needed to have position descriptions for our personnel and for any employees we may hire in the future. The ad-hoc committee, Flavia, Kevin, and Jason met a few days ago to start the process of forming position descriptions.

10. Closed Session

None.

11. Open Session after Closed Session

None.

12. Adjournment

Kevin Callanan motioned to adjourn the meeting. Rick O'Neil seconded the motion. Yeas: Kevin Callanan, Rick O'Neil, and Flavia de Oliveira. Nays: None. Yeas: 3, Nays: 0. The motions passed

Next Meeting on May 18, 2023