



South Coast Fire Protection District

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

Minutes from the Regular Meeting on March 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: Chuckie Sorensen, and Flavia de Oliveira, (Rick O'Neil en-route)

Absent: Kevin Callanan.

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 regular meeting on February 16th. Chuckie Sorensen seconded the motion. Ayes: Pete Slunaker, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 3, Nays: 0, the motion passed.

Chuckie Sorensen motioned to approve the minutes from the special meeting on March 14th. Flavia de Oliveira seconded the motion. Ayes: Pete Slunaker, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 3, Nays: 0, the motion passed.

5. Financial Report

Currently, in the West America Bank account we have approximately \$599,876 and in the reserve account we have \$240,390 for a total of \$840,266.

Jason has received a copy of the draft audit, and there were three priority items that we need to remedy. There are also seven other items that are significant enough that they were mentioned in the report. Some of those items we have already been working on, such as hiring an accounting firm that is well versed in governmental accounting practices. Another issue is that we need to develop position descriptions and engagement letters for all of our employees, including the volunteers, defining what is expected from them. We need to work on the policies and procedures manual. Jason purchased a boiler-plate policies and procedures manual from the California Special Districts Association and will send it out for us to review and amend.

6. Old Business: Discussion / Action

- a. **MHA, Mobile Clinic Storage**—The Mendonoma Health Alliance is still moving forward with the mobile clinic, but they do not have a MOU for storing the vehicle at our station ready for us to review.
- b. **Strategic Project**—No updates on this since our last meeting. Jason requested to table the discussion.
- c. **Grants**—Several grant applications are in process as well as a request for reimbursement from FEMA and OES for storm damage. The Cal Fire wildfire prevention grant includes equipment purchases and prevailing wages for operators and employees and was just sent in this week. Jason applied for a SAFER grant, which is a federal grant for funding staffing for a limited time period. He also applied

- for OES and FEMA reimbursements for cost recovery due to the severe storms in January, as well as expenses we incurred from storm damage to our own assets. The USDA grant, which has been awarded, was potentially an 85/15 (USDA contributes 85%, receiving agency contributes 15%) grant for a side-by-side and a trailer for our surf rescue team totaling about \$60,000. However, since the grant was awarded on a sliding scale, they are asking us to contribute much more funding for the grant than we had budgeted for this project. Jason is appealing their decision and is waiting for a response. Jason is also examining reducing the scope of the grant to just the side-by-side, eliminating the trailer, since the side-by-side that was loaned to us is going back to its owner soon and we will need a replacement. He is also appealing to the SC Firefighter's Association for help in funding this project. The district is still on board with going forward with the USDA grant to fund, at the very least, the side-by-side even though the reimbursement may not be as originally stated. The board also welcomes any contribution from the firefighter's association for this project. **Rick O'Neil motioned to purchase a side-by-side ATV for the Surf Rescue Team utilizing the USDA grant if possible, as well as district accounts and other available funding sources. Chuckie Sorensen seconded the motion. Ayes: Pete Slunaker, Rick O'Neil, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 4, Nays: 0, the motion passed.**
- d. **District Website**—tabled until next meeting.
- e. **Parking Lot Bid Discussion**—We have received two bids for repaving the parking lot. One was from RCX out of Santa Rosa and the other was from Wylatti from Fort Bragg. They both submitted bids for the driveway as well as breaking out line items for widening the north and south sides of the driveway to pave the area that is currently rocked, as well as including a disabled parking spot on the south side. Wylatti proposed doing more work than was encompassed in the RFP due to the deteriorated condition of the driveway. They felt that additional work, such as adding more base rock, not mentioned in the RFP would be needed to complete the project. RCX bid on the project as stated in the RFP with just an overlay and did not conclude that the extra work that Wylatti proposed was needed. The bid totals, including prevailing wages, came in as \$55,050 for RCX, and \$85,424.25 for Wylatti. The line items were as follows: the north side, \$15,900 for RCX, \$17,965 for Wylatti; the south side, including a disabled parking area, \$16,900 for RCX, and \$26,407 for Wylatti. **Flavia de Oliveira motioned to accept the RCX base price bid for the driveway repaving project. Rick O'Neil seconded the motion. Ayes: Pete Slunaker, Rick O'Neil, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 4, Nays: 0, the motion passed.**

7. New Business: Discussion / Action

- a. **OES / FEMA Designation of Applicants Agent Resolution**—Jason said he needed a resolution for the OES and FEMA disaster reimbursement applications designating the Fire Chief to be the agent representing SCFPD for the universal disaster application. **Flavia de Oliveira motioned to approve Resolution 23-02, for the Designation of Applicants Agent Resolution for Non-State Agencies. Chuckie Sorensen seconded the motion. Rick O'Neil seconded the motion. Ayes: Pete Slunaker, Rick O'Neil, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 4, Nays: 0, the motion passed.**
- b. **Policies and Procedures**—Jason will be sending out the sample policy and procedure manual out to our board members using his Dropbox account.

8. Chief's Report:

- a. Jason summarized the response to the snow storm. We provided mutual aid to Mendocino County Roads to open up Fish Rock Road which was snowed in and blocked by hundreds of downed trees.
- b. We provided pre-positioning, including our dozer, for the county for additional storm response. We will receive compensation for using our equipment and personnel.
- c. Jason discussed a detailed account of our response when one of our firefighters was injured at the community center structure fire. He also gave us a progress report on the injured firefighter's status.
- d. Jason said he felt that a mobile air trailer would have been an asset to have at the community center fire. He mentioned that Mendocino FPD has a used one for sale, and suggested that we go in on it with Elk Fire Department and possibly Redwood Coast who are also interested in purchasing it. We would split the cost evenly three ways, however we would be responsible for maintaining and housing it, and staffing it to respond to the other agencies upon request. Mendocino is asking \$20,000 for the unit, however the manufacturer of the unit as well as the compressor associated with it are out of business and the parts may not be readily available. A fire department in Dixon has a similar unit and has been waiting for a sensor for it for the past six months. Several members expressed their concern with

purchasing an obsolete unit, and after some discussion, suggested that we consider no more than \$5,000 towards purchasing it. The item would have to be on the next agenda to authorize buying it.

9. Director's Comments:

None.

10. Closed Session:

None.

11. Open Session after Closed Session:

None.

12. Adjournment:

Chuckie Sorensen motioned to adjourn the meeting. Rick O'Neil seconded the motion. Ayes: Pete Slunaker, Rick O'Neil, Flavia de Oliveira, and Chuckie Sorensen. Nays: None. Ayes: 4, Nays: 0, the motion passed.
The meeting was adjourned at 6:10pm. Next meeting is on April 20, 2023.