

**SOUTHERN INYO FIRE PROTECTION DISTRICT**  
***UNAPPROVED MINUTES OF THE***  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, December 20, 2023**

The Governing Board of the Southern Inyo Fire Protection District held a regular business meeting on Wednesday, December 20, 2023 at 6pm at the St. Therese Mission Catholic Church.

**I. Call to order and determination of quorum**

Present: Robin Flinchum, Chair, Jon Zellhoefer, Vice-Chair, Linda Lee, Treasurer, Spencer McNeal, Secretary, Ian Zatarain, Director, Mike Jerry, Phil Worsman, Chrystel Chief, Gary Barkley, Shelby Sulikowski, Angie Sinohui, David Alcon. Flinchum establishes quorum and calls meeting to order at 6:01.

**II. Confirmation of Agenda/Reading of Minutes:**

- A. Approve minutes from the November meeting. Zellhoefer moves to approve as presented. Lee seconds. Carries 4-0-0.

**III. Good of the Order**

**IV. Public Comment:** 3 minutes per participant

**V. Correspondence**

**VI. Board, Officer and Committee Reports**

A. Board Member Reports

- a. Board Chair Report  
b. Treasury/Budget Report Lee moves to accept report as presented. McNeal seconds. Carries 4-0-0.

B. Fire Chief's Report

- a. Report on what inactive SIFPD members have outstanding SIFPD equipment  
a.i. Down to just one person with stuff left outstanding  
b. Report on cost estimate of getting new turnouts, SCBAs etc.  
b.i. Turnouts: \$1500-3000 each to purchase. SCBA, all we need is tanks. \$930/tank. We have about 26 tanks that will need to be replaced. Chief will look at grants to help pay for this. Chief will get quotes and give the board a number next meeting.  
c. OSHA pre-audit. We need an N95 Fit tester – within Chief's discretionary budget. Need to update IIPP. Will put on agenda for next month.  
d. 2 calls, both EMS.

C. Administrative Report

- a. CalCard – In process of applying.  
b. Meeting night discussion given that we can't use Tuesdays in Charleston View. Decided to move meetings to third Thursdays of each month.

D. Fleet Mechanic's Report

- a. State of Motor Pool  
a.i. FireCat: \$8k in parts alone to get it back up to snuff. Chief will decide if we are going to keep it or not and will report back next month.

E. Committee Reports

- a. Water Kiosk  
b. Fundraising  
b.i. Will start to advertise flea market after Christmas  
b.ii. Calendars a bust but Flinchum will make a book

## **VII. Old Business**

- A. Fire inspections
  - a. Ongoing with establishments other than school which is done.
- B. Fire water tower/firehouse update
  - a. Report from Chief on new fire house progress
    - a.i. Fed grant still looking good. County will be contributing permitting, design, plans etc but not matching funds.
    - b. Seeking capital improvement grants (Infrastructure money) REMOVE
- C. Recruiting and training EMTs and firefighters
  - a. Update on training class
    - a.i. Zatarain moves to approve up to \$600 for books for EMT class. Lee seconds. Carries 4-0-0.
  - b. Training on 12/9 went well. Need to increase it to two days/month.
- D. Update on radio communications
  - a. We will have 2 satellite radios for our use. By New Year we will be back on VHF.

## **VIII. New Business**

- A. Resolution to update Fee Schedule
  - a. Zellhoefer moves to accept resolution. McNeal seconds. Carries 5-0-0.
- B. Approval to order crew shirts
  - a. Zatarain moves to purchase from lowest bidder. McNeal seconds. Carries 4-0-0.
- C. Approval for CA recertification for 2 EMTs, covered by Maddy grant
  - a. McNeal moves to approve the \$400. Zatarain seconds. Carries 4-0-0.
- D. Authorize Life-Assist purchase for ambulance/medical supplies
  - a. Zellhoefer moves to approve the \$2200 with proof next month from Billy as to quotes for the lowest bids. Zatarain seconds. Carries 4-0-0. Jerry will look at any board policies regarding ambulance supplies and restocking and health and safety equipment.
  - b. Board will work through the policies, a couple each month. Zellhoefer moves that the board will go through two policies per month. McNeal seconds. Carries 4-0-0.
- E. Applying for SIFPD credit card
  - a. Discussion of what travel is pre-approved. Jerry will put the travel related policies at the top of the list starting next month.
- F. Website for SIFPD (Chief)
  - a. Zellhoefer moves to accept the Streamline proposal. Zatarain seconds. Carries 4-0-0.

## **IX. Evaluate Distribution of Workload**

## **X. Good of the Order**

## **XI. Public Comment: 3 minutes per participant**

## **XII. Suggested Agenda Items for Next Meeting**

- A. Board elections in February
- B. IIPP
- C. Two Board Policies
- D. Scrap list

## **XIII. Adjournment & Schedule next Regular Board Meeting: Thursday January 18, 2024 at 6PM in Tecopa. Zatarain moves. Lee seconds. Carries 4-0-0.**

Prepared by:

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Mike Jerry, District Administrator/Secretary

I, Robin Flinchum, Chair, hereby certify that the foregoing is a true and correct copy of the Meeting Minutes of the December 20, 2023 Regular Business Meeting, Board of Directors, Southern Inyo Fire Protection District.

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Robin Flinchum, Board Chairperson

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Spencer McNeal, Board Secretary