



SHASTA LAKE FIRE PROTECTION DISTRICT

4126 Ashby Court

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Board of Directors Meeting January 12, 2009

Members Present: Stephen Morgan, Chairman
Jack Ferguson, Vice-Chairman
Ted Chase, Director
Daniel Emry, Director
Lori Chapman-Sifers, Director

Staff Present: Adrian Rogers, Fire Chief
Sharyn Toso, Administrative Assistant

1.0 CALL TO ORDER: The meeting was called to order by Chairman Morgan at 7:00 pm.

2.0 PUBLIC COMMENT PERIOD: None

3.0 APPROVAL OF AGENDA: No changes made to the agenda.

4.0 CONSENT CALENDAR:

4.1 The minutes of the 12/8/08 board meeting and the 12/16/08 planning & finance committee meeting were presented for approval, accepted as presented. A motion was made by Jack Ferguson to approve minutes as presented, seconded by Daniel Emry, passed unanimously.

4.2 The warrants for December for a total of \$65,942.82 were presented for approval, accepted as presented. A motion was made by Daniel Emry to approve the warrants as presented, seconded by Lori Chapman-Sifers, passed unanimously.

5.0 COMMUNICATIONS:

5.1 The board reviewed the article "*Fire Study: More Firefighters Needed*" from CSDA e-News. There was no further discussion.

5.2 The board reviewed the Merrill Lynch post retirement health benefit fund and the PARS (Public Agency Retirement Services) fact sheet. Admin Assistant Toso had received a new statement from Merrill Lynch and reported that the current fund balance for the District's post retirement health benefit fund is \$23,482.01.

5.3 The board reviewed the season greetings letter from SCI Consulting. There was no further discussion.

6.0 SPOKESPERSON FOR THE DEPARTMENT

6.1 The Fire Chief's report for December 2008 was given to the board for review, accepted as presented. A motion was made by Jack Ferguson to accept the Fire Chief's report as presented, seconded by Ted Chase, passed unanimously.

- 6.2 The Fire Marshal's report for December 2008 was given to the board for review, accepted as presented.
- 6.2.1 The board reviewed and discussed the Fire and Life Safety Inspection Program report presented by BC Dahlen. BC Dahlen feels confident that all inspections will be completed by 2010 if not earlier.
- A motion was made by Jack Ferguson to accept 6.2 the Fire Marshal's report & 6.2.1 the Fire and Life Safety Inspection program report as presented, seconded by Ted Chase, passed unanimously.
- 6.3 The Training Officer's report for December 2008 was given to the board for review. An update on the Sutphen plant tour attended by Captain Moore and BC Beck will be presented under 6.7. BC Beck confirmed that their trip to the plant was funded by the Sutphen Corporation. BC Beck also discussed the potential issues and future of the All-Risk program that has recently surfaced with the Forest Service. The board will be kept informed as more information is provided to the District. A motion was made by Jack Ferguson to accept the training officers report as presented, seconded by Lori Chapman-Sifers, passed unanimously.
- 6.4 The paid staff meeting minutes for December 2008 was given to the board for review, accepted as presented. A motion was made by Ted Chase to accept the paid staff minutes as presented, seconded by Jack Ferguson, passed unanimously.
- 6.5 The Shasta Lake Firefighter's Association minutes for January 2009 were not submitted in time. There was no further discussion.
- 6.6 Chief Rogers briefed the board on the progress of the planning & finance committee. The five year plan is moving forward with the biggest issues being the EMS program (ALS and BLS), future fleet, seasonal firefighters and station replacement.
- 6.7 BC Beck presented a Power Point slide show from his recent visit and tour of the Sutphen manufacturing plant in Ohio. Overall the trip was great and he was very pleased with the quality and service from Sutphen.

7.0 OLD BUSINESS:

- 7.1 Chief Rogers reported that the structural engineer firm, Parker Engineering, was at the station taking measurements and evaluating the building but has not heard back from the firm. They will submit pricing and it will be brought before the board next month.
- 7.2 The board discussed the Benefit Assessment Fee Citizens Oversight Committee. Chief Rogers stated that he spoke to a number of citizens regarding the committee inviting them to submit a letter of interest. Any letters of interest received will be brought before the board at next months meeting and will continue to be received until an ample amount has been approved.
- 7.3 Chief Rogers reported that he had spoke to the City of Shasta Lake's legal council and they stated that the City will have to re-adopt the Impact fee along with the Indemnity agreement which will be under Action Item 8.8 for approval.

8.0 ACTION ITEMS:

- 8.1 The board reviewed the appointment of the 2009 Committees. There was no change to the current assignment. A motion was made by Jack Ferguson to approve the 2009 Committees list excluding the Citizen Advisory committee, seconded by Daniel Emry, passed unanimously.
- 8.2 The board reviewed and discussed the current Captain's eligibility list. BC Beck stated that the two current candidates are still interested in the position and want to remain on the list. A motion was made by Jack Ferguson to extend the Captain's Eligibility list until April 14, 2010 seconded by Lori Chapman-Sifers, passed unanimously.
- 8.3 The board discussed BC Beck attending the Firehouse World Convention in San Diego in February for a maximum of \$500. The cost will include airfare, hotel and admission to the convention. The Board agreed to bump the maximum up to \$600 since it will be covering the entire cost of the trip. A motion was made by Lori Chapman-Sifers to approve BC Beck attending the Firehouse World Convention in San Diego with a maximum of \$600 for the total cost of the trip, seconded by Jack Ferguson, passed unanimously.
- 8.4 The board reviewed Resolution 09-01 budget transfer of \$6,463.83 to Increase Ret L/T DT Hydrants & Out of District Response. This resolution will correct Resolution 08-17 Budget Transfer of \$6,463.83 from Prepaid Expense to Ret L/T Dt Hydrant that was approved at the board meeting in December per the Shasta County Auditors request. A motion was made by Jack Ferguson to approve resolution 09-01 as presented, seconded by Ted Chase, passed unanimously.
- 8.5 The board reviewed and discussed Resolution 09-02 Employee Pick-up for Public Employees' Retirement System. A motion was made by Jack Ferguson to approve Resolution 09-02 as presented conforming to the request letter submitted by CalPERS dated October 24, 2008 and after approval by the District's legal council, seconded by Daniel Emry, passed unanimously.
- 8.6 The board discussed and reviewed Resolution 09-03 Employer Paid Member Contributions for Public Employees' Retirement System. A motion was made by Ted Chase to approve Resolution 09-03 as presented with the stipulation that the District's legal council advises and approves, seconded by Jack Ferguson, passed unanimously.
- 8.7 The board discussed the purging of old records as per SLFPD Policy & Procedure 109. Chief Rogers noted that we have trial balance ledgers dating as far back as the 70's that we would like to purge, conforming to Policy and Procedure 109. A motion was made by Jack Ferguson to approve the purging of old records as per policy 109, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.8 The board reviewed and discussed the Indemnity Agreement between Shasta Lake Fire Protection District and the City of Shasta Lake regarding the District's impact fees. A motion was made by Jack Ferguson to approve the Indemnity Agreement as presented, seconded by Ted Chase, passed unanimously.
- 8.9 The board discussed the payment of posting a legal ad for the legal requirement of conducting a public hearing for the adoption of the District's impact fee by the City of Shasta Lake. A motion was made Ted Chase to approve posting and payment of such legal ad as noted, seconded by Daniel Emry, passed unanimously.

9.0 NEW BUSINESS: None

Closed Session

Chairman Morgan announced that the board will be entering into closed session at 8:39 pm to discuss potential real estate acquisition pursuant to Government Code Section 54956.8.

Open session reconvened at 8:54 pm. Chairman Morgan reported that the board discussed real estate acquisition.

10.0 DIRECTORS COMMENTS:

Chairman Morgan thanked Director Ferguson for his help in his transition into the Chairman position.

Director Ferguson noted that he is happy to see that both new utilities are now in service.

Director Chapman-Sifers thanked staff for doing a great job and keep up the good work.

11.0 ADJOURNMENT

A motion for adjournment was made by Jack Ferguson, seconded by Lori Chapman-Sifers, passed unanimously. Chairman Morgan brought the meeting to a close at 8:57 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Stephen Morgan, Chairman

Date