



**Board of Directors  
Meeting  
January 14, 2008**

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

**Also Present:** Adrian Rogers, Fire Chief  
Sharyn Toso, Administrative Assistant

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

**2.0 PUBLIC COMMENT PERIOD:** None

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

**4.0 CONSENT CALENDAR:**

4.1 - 4.2 The minutes of the 12/10/07 meeting, 1/11/08 Organization and Personnel Committee meeting and the December warrants were presented for approval. Admin Assistant Toso noted there was a cost reduction of \$34.88 on the City of Shasta Lake claim which now totals \$899.00. A motion was made by Stephen Morgan to approve the minutes as presented and warrants with the noted correction, seconded by Ted Chase, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 The Board discussed the redding.com article "Investing in Safety - Sprinklers greatly help douse fires, yet some say price is too high". Chairman Ferguson directed Chief Rogers and Battalion Chief Dahlen to research whether or not the District should pass an ordinance for residential sprinkler systems.

5.2 The Board reviewed the Ethics and Sexual Harassment workshop announcement. Chairman Ferguson recommended all board members attend the workshop even if they have attended one within the year.

5.3 The Board reviewed the California Elected Women's Association for Education and Research (CEWAER) Legislative Welcome Brochure. Director Chapman-Sifers gave a quick overview of the group and will be attending on the behalf of the District. Director Chapman-Sifers asked the Board for a name tag so she can be identified. The Board also discussed reimbursing Director Chapman-Sifers for the cost of the reception. Director Chapman-Sifers was directed by the Board to submit the cost of the reception at the next board meeting for reimbursement.

## 6.0 SPOKESPERSON FOR THE DEPARTMENT

- 6.1 Fire Chief's Report for December 2007 was given to the Board for review. Chief Rogers gave an update on the meeting with the City of Shasta Lake regarding the impac fee. There were some general questions by the City and re-reviewing the paperwork. The City doesn't anticipate any problems with adopting the impact fee. Directors Emry and Chapman-Sifers gave a report on the New Board Member Workshop they recently attended. Both Directors reported that they were happy with the workshop and it was very informative.
- 6.2 Fire Marshal's report for December 2007 was given to the Board for review, accepted as presented.
- 6.3 Training Officer's report for December 2007 was given to the Board for review. BC Beck announced the AFG grant award total is \$76,000 with \$4,000 the Districts responsibility.
- 6.4 Minutes of the January 2008 Paid Staff Meeting were given to the Board for review. Chief Rogers discussed the passport system, how it functions and how the District wants to improve it.
- 6.5 Minutes of the December 2007 Volunteer Association Meeting were given to the Board for review. Volunteer Paul McGram requested all Board members to see him at the conclusion of the board meeting so he can get photos of them for the new District Member Board. February 23, 2008 is the SLFPD awards banquet here at the main station with social hour at 6:00 pm and dinner at 7:00 pm. All Board members are invited to come. Redding Dirt Riders were very impressed with the plaque that was presented to them and stated that if there is anything we need to let them know. Chief Rogers noted that the quad trailer is now a functional and operational rehab center/command post.
- 6.6 No report at this time for the Benefit Assessment Fee. Reminder of the public workshop for the Benefit Assessment fee will be on Tuesday, January 29, 2008 at 9:00 am at Laughlin, Falbo, Levy and Moresi.

## 7.0 OLD BUSINESS: None

## 8.0 ACTION ITEMS:

- 8.1 Board reviewed the proposed 2008 Committees list. The new committee members for standing committees are as follows;  
Organization and Personnel: (Will remain the same) Jack Ferguson, Ted Chase, Chief Rogers, Rich Moore and Dennis Beck.  
Facilities and Equipment: Ted Chase, Chief Rogers and Daniel Emry.  
Union Negotiations: Steve Morgan, Chief Rogers and Daniel Emry  
Planning and Finance: (Will remain the same) Steve Morgan, Ted Chase and Chief Rogers.

The new committee members for ad hoc committees are as follows;

Retirement: Jack Ferguson, Chief Rogers, Rich Moore and Lori Chapman-Sifers  
Impact Fees: Jack Ferguson, Chief Rogers, Rich Moore and Lori Chapman-Sifers  
All-Risk Employee: Chief Rogers, Jack Ferguson, Rich Moore, BC Beck and Daniel Emry.

Admin Office: Will be dissolved

One new ad hoc committee will be formed as follows;

RDA: Chief Rogers, Steve Morgan and Lori Chapman-Sifers.

A motion was made by Daniel Emry to accept the 2008 committee list as discussed, second by Lori Chapman-Sifers, passed unanimously.

8.2 The Board reviewed the following SOP's;

- SOP #2201 Hose Testing Procedures
- SOP #2202 Apparatus Checks and Maintenance
- SOP #2203 Maintenance of Hand Tools
- SOP #2205 Rope Maintenance and Equipment
- SOP #2206 Defibrillators
- SOP #2207 Apparatus Hose Inventory
- SOP #2700 Incident Command Terminology/Communications
- SOP #2701 Fireground Operations
- SOP #2707 Rapid Intervention Team
- SOP #2708 Wires Down Incident
- SOP #2709 Personnel Accountability, Passport System

Director Morgan noted a change to #2206 Defibrillators, page one, section #3, A, first sentence, omitting the words "at shift change". Battalion Chief Beck noted a change to #2202 Apparatus Checks and Maintenance, page three, C, #6, omitting the words "on license plate" for both even and odd calendar years and inserting "of the VIN number." A motion was made by Ted Chase to approve the presented SOP's as corrected with the noted changes, seconded by Stephen Morgan, passed unanimously.

8.3 The Board reviewed the following Polices and Procedures;

- Policy #113 Standing Operating Procedures Manual
- Policy #103 Chain of Command
- Policy #102 Organizational Chart
- Policy #514 Substance Abuse Workplace Policy
- Policy #536 All-Risk Management Team Employees
- Policy #537 Uniform Dress Code and Personal Hygiene

Captain Smutz noted a change to #113, Description, the word "standing" needs to be changed to "standard". A motion was made by Jack Ferguson to approve the presented Polices and Procedures with the noted correction, seconded by Daniel Emry, passed unanimously.

**9.0 NEW BUSINESS:**

9.1 The Board reviewed and discussed the letter from the Shasta Lake Fire Protection District Firefighter Association regarding Class A uniforms for volunteers. Volunteer

Firefighter Paul McGram was present and spoke on the behalf of the association. The Board recommended having the Planning and Finance committee meet to review the budget and to further discuss. Tabled - Next board meeting in February.

**10.0 DIRECTORS COMMENTS:**

Chairman Ferguson announced the FDAC Annual Conference that will be April 10-12, 2008 at Embassy Suites in South Lake Tahoe. He request having at least one board member, if not two, attend the conference to represent the District. The cost for attending the conference will be covered by the District for Board members only. The admission fee is unknown at this time, so there will be further information on the conference at the next board meeting.

Director Morgan thanked the association for doing an outstanding job hosting the annual SLFPD Christmas party and for inviting the Board members. He also thanked Director's Emry and Chapman-Sifers for attending.

Director Morgan announced Sober Grad Night for Central Valley High School. If anyone is interested each certificate cost \$100.00 and can be purchased by a group or individuals.

**ADJOURNMENT**

A motion for adjournment was made by Stephen Morgan, seconded by Ted Chase, passed unanimously. Chairman Ferguson brought the meeting to a close at 8:51 pm.

Submitted by:

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Sharyn Toso, District Secretary

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Jack Ferguson, Chairman

\_\_\_\_\_  
Date