



SHASTA LAKE FIRE PROTECTION DISTRICT

4126 Ashby Court

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Board of Directors Meeting October 13, 2008

Members Present: Jack Ferguson, Chairman
Stephen Morgan, 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 Ferguson 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 9/8/08 board meeting were presented for approval. Accepted as presented.

4.2 The warrants for September for a total of \$54,391.30 were presented for approval. Chairman Ferguson requested a note to be added to future claims indicating that the US Bank Corp is the District credit card.

A motion was made by Stephen Morgan to accept 4.1 and 4.2 as presented, seconded by Ted Chase, passed unanimously.

5.0 COMMUNICATIONS:

5.1 The Board reviewed and discussed Shasta LAFCO's MSR, Municipal Services Review. Mrs. Amy Mickelson from Shasta LAFCO was present and discussed the primary function of Shasta LAFCO and the purpose of the MSR. Director Morgan is an alternate commissioner for Shasta LAFCO, which not only represents our district but all the other districts in the county. LAFCO's primary job is to over see boundary changes and make sure services are being provided to those who are seeking service. The State Legislative has now commanded LAFCO to conduct a Municipal Services Review, MSR, reviewing every independent district within the county to determine how efficient they are and how they perform their services. She will hopefully have an administrative draft report by the next board meeting in November and once the first round has been completed, updates will be done every five years.

5.2 The Board reviewed the letter from Laughlin Falbo Levy & Moresi regarding District representation. Our current legal council, Mr. David Husher will be at the next board meeting as well as Mr. Dennis Hargrave for an introduction and to answer any questions.

6.0 SPOKESPERSON FOR THE DEPARTMENT

- 6.1 Fire Chief's Report for September 2008 was given to the board for review. Chairman Ferguson stated that the Fire Prevention Celebration was great and everyone did a great job. Director Chapman-Sifers requested a copy of the Chief's letter to be placed in Administrative Assistant Toso's personnel file for a job well done planning and organizing the Fire Prevention Celebration. She also requested that at a later day she would like more information on the Cal Chiefs Conference that the Chief and BC Beck had attended.
- 6.2 The Fire Marshal's report for September 2008 was given to the board for review. Accepted as present.
- 6.3 The Training Officer's report for September 2008 was given to the board for review. Accepted as presented.
- 6.4 The Paid Staff Meeting minutes for September 2008 was given to the board for review. Chairman Ferguson thanked staff for a great spaghetti dinner that was served at the Fire Prevention Celebration.
- 6.5 The Shasta Lake Firefighter's Association minutes for October 2008 were given to the board for review. Director Chapman-Sifers noted a correction of "101 volunteers absent" should be "10". Volunteer Paul McGram gave a quick update on the upcoming Veterans Day Parade and pancake breakfast.

A motion was made by Daniel Emry to accept 6.1 through 6.5 all district reports as presented, seconded by Lori Chapman-Sifers, passed unanimously.

7.0 OLD BUSINESS:

- 7.1 The Board discussed the hiring of a CPA to perform the Trial Balance for the 2007/2008 audit. Admin Toso noted that there has only been one interested party but will not have a proposal ready until next board meeting. Admin Toso will also contact the three other parties that were provided to the District by Simmons and Associates. - Tabled
- 7.2 The Board discussed the legal notice for a structural engineer. The deadline for submitting pricing is November 7, 2008. The Board will discuss further at the next board meeting. Tabled

8.0 ACTION ITEMS:

- 8.1 The Board reviewed and discussed the Real Property Lease Agreement between the District and Shasta County Air Quality Management District. Staff recommended not renewing the agreement. A motion was made by Daniel Emry not to enter into the Real Property Lease Agreement as presented and to have the equipment removed from the District's premises in thirty days, seconded by Stephen Morgan, passed unanimously.
- 8.2 The Board reviewed and discussed the purchase of the new utility for B242. Director Chase wanted to clarify that the bid was for truck and accessories, which was confirmed. A motion was made by Stephen Morgan to accept the bid for the new B242 utility with accessories for \$44,861.48, seconded by Daniel Emry, passed unanimously.

- 8.3 The Board discussed the electrical repair for the flag pole at Station 3. Chief Rogers stated that he will make sure that the electrical will be repair tomorrow.
- 8.4 The Board discussed Resolution #08-15 budget transfer of \$91,000 from 692021 Out of District Response to 017001 Extra Help USFS. A motion was made by Jack Ferguson to approve Resolution #08-15 budget transfer as presented, seconded by Ted Chase, passed unanimously.
- 8.5 The Board discussed in length the purchase of a new server & software for the District's computer network. Chief Rogers stated that the District will get two other bids for the exact same server configuration and software as presented by Business Ware to present to the Board at the next meeting. – Tabled
- 8.6 The Board discussed in length the purchase of a Type I engine for the District. BC Beck discussed the “piggyback” concept and why we have chosen the Sutphen Corporation. He also noted that the price for a Type I engine will increase by \$20K to 30K in cost after January 1, 2009 due to all the NFPA requirements. Chairman Ferguson requested BC Beck to have the following items for the next meeting; a bid packet, cover letter from the company saying who they are, price with options list, photos and engineer plans. BC Beck will have the requested information available at the next board meeting. - Tabled
- 8.7 The Board reviewed and discussed reimbursement for Director Morgan to attend the FDAC Certificate of Achievement Program including lodging and travel expense. A motion was made by Lori Chapman-Sifers to approve the reimbursement for Stephen Morgan to attended the FDAC program including lodging and travel expense for a maximum of \$600, seconded by Ted Chase, passed unanimously.

9.0 NEW BUSINESS: None

10.0 DIRECTORS COMMENTS: None

11.0 ADJOURNMENT

A motion for adjournment was made by Stephen Morgan, seconded by Daniel Emry, passed unanimously. Chairman Ferguson brought the meeting to a close at 9:04 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Jack Ferguson, Chairman

Date