



**Board of Directors
Meeting
October 8, 2007**

Members Present: Jack Ferguson, Chairman
Gary Nicholls, Director
Ted Chase, Director
Oly Olsen, Director
Stephen Morgan, 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:
Introduction of Susan Barnes from SCI Consulting Group, 4745 Mangels Blvd, Fairfield, CA

3.0 APPROVAL OF AGENDA: No changes made to agenda.

4.0 CONSENT CALENDAR:

4.1 – 4.2 The minutes of the 9/10/07 meeting & 10/5/07 Organization & Personnel Committee meeting and the September Warrants were presented for approval. Director Olsen noted a double entry for Twin View Towing for \$70.00 on the warrants. \$40,294.37 is now the new total for the warrants. A motion was made by Oly Olsen to approve the minutes as presented and the September warrants as corrected, seconded by Stephen Morgan, passed unanimously.

4.3 The applications for volunteer firefighter Ashley Otto & Michael Schuneman were presented to the board. A motion was made by Gary Nicholls to approve volunteer firefighter Ashley Otto and Michael Schuneman as presented, second by Ted Chase, passed unanimously.

5.0 COMMUNICATIONS:

5.1 Board reviewed the letter from Brenda Haynes regarding Shasta LAFCO nomination.

5.2 Board reviewed the Article "*Wildfire is Inevitable; Home Loss Can be Prevented*". Director Nicholls expressed his concern whether the District wants to utilize the state guide lines on a district wide basis, then District needs to look at adopting them or work with the City to incorporate the guide lines.

6.0 SPOKESPERSON FOR THE DEPARTMENT

6.1 Fire Chief's Report for September 2007 was given to the Board for review. Chief Rogers discussed the Mt. Gate agreement and district map. Chief Rogers also debriefed

the Board on the Cal Chiefs conference that he recently attended; the emotional survival of firefighting and focusing on customer service.

- 6.2 Fire Marshal's report for September 2007 was given to the Board for review, accepted as presented.
- 6.3 Training Officer's report for September 2007 was given to the Board for review, accepted as presented.
- 6.4 Minutes of the October 2007 Paid Staff Meeting were given to the Board for review. Captain Grove reported that Captain Smutz has broken his foot and will be out for approximately six weeks. Director Nicholls suggested putting Captain Smutz on light duty to work on SOP's or other office duties.
- 6.5 No written report was provided for the Volunteer Association meeting. Chief Rogers gave an oral report on the association's behalf. The volunteers will be hosting the Veterans Day pancake breakfast, football stand-bys are going well and still finding enough help to cover the stand-bys, final payment for the pool table has been made and the mixer has been repaired and back in service.
- 6.6 Susan Barnes from SCI Consulting was present and distributed informational handouts outlining the overall process for a fire suppression fee. Barnes discussed in detail the handout and what items were needed from the District so SCI can move forward to draft an engineers report. SCI needs a dollar amount that the District wants to ballot for, what the fee will be called; Parcel Tax fee or Benefit Assessment fee and what the funds will be spent on. It's very common for districts to use benefit assessment fee, only down side are the limits to what the funds can be spent on. The ballots will be weighted and 1% over 50% is what it will take to pass. It will up to the District to do a community outreach program, May 2008 will be the target date for mailing the ballots and SCI would like to have a draft engineers report ready for the Board to review by next meeting. Director Nicholls discussed the idea of having the fee as a wildland suppression fee. Board agreed to schedule a special board meeting to further discuss the fire suppression fee and decide the dollar amount the District wants to ballot for and what the funds will be spent on. Special board meeting will be Monday, October 15, 2007 at 7:00 pm.

7.0 OLD BUSINESS:

- 7.1 Director Morgan briefly discussed the Homeowner's Guide to Fire Safe Landscaping Brochures. The price for printing is a bit steep and we will need to explore different avenues for the creation of the brochure.

8.0 ACTION ITEMS:

- 8.1 A motion was made by Ted Chase to vote for Stephen Morgan for Shasta LAFCO Regular Special District Commissioner Seat 1, Brenda Haynes for Seat 2 and Irwin Fust for Alternate Special District Commissioner Seat, second by Oly Olsen. Discussion – Board discussed whether to vote for Stephen Morgan for all three seats to increase his chances of securing at least one seat or just for Seat 1, motion failed. A motion was made by Ted Chase to vote for Stephen Morgan for Shasta LAFCO Regular Special District

Commissioner Seat 1 and Seat 2 and for Alternate Special District Commissioner Seat, second by Oly Olsen, passed unanimously.

- 8.2 The Board discussed changing Standard Operating Procedures (SOP) which is enforceable to Standard Operating Guide (SOG) which is not enforceable. A motion was made by Jack Ferguson to keep the current Standard Operation Procedures (SOP) and NOT change it to Standard Operating Guide (SOG), seconded by Ted Chase, passed unanimously.
- 8.3 The Board discussed SOP #536 - Uniform Dress Code & Personal Hygiene. BC Beck explained the primary reason for the shoulder patch revision is to advertise the fire district and not EMS. A motion was made by Ted Chase to approve the change to SOP #536 – Uniform Dress Code & Personal Hygiene, seconded by Stephen Morgan. Director Nicholls wanted to clarify that it was just a revision to the SOP, which was confirmed, passed unanimously.

9.0 NEW BUSINESS: None

CLOSED SESSION

Chairman Ferguson stated the Board would be entering into Closed Session at 9:20 pm. for the Public Employee Performance Evaluation for Fire Chief Adrian Rogers.

Open session reconvened at 9:58 pm. No report was given.

10.0 DIRECTORS COMMENTS:

Director Nicholls recommended sending the Seasonal Firefighters a thank you letter for their service this fire season. Board agreed and directed the Chairman of the Board and the Board Secretary to draft a letter.

ADJOURNMENT

A motion for adjournment was made by Stephen Morgan, seconded by Oly Olson, passed unanimously. Chairman Ferguson brought the meeting to a close at 10:00 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Jack Ferguson, Chairman

Date