



**Board of Directors
Meeting
December 10, 2007**

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 7:05 pm.
- 1.1 Introduction and seating of newly elected board member Daniel Emry and appointed board member Lori Chapman-Sifers.
- 1.2 Chairman Ferguson presented plaques to former directors Gary Nicholls and Oly Olsen thanking them for their services as a Director while seated on the Board for the District.
- 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 11/12/07 meeting and the November warrants were presented for approval. A motion was made by Ted Chase to approve the minutes and warrants as presented, seconded by Stephen Morgan, passed unanimously.
- 5.0 COMMUNICATIONS:**
- 5.1 The Board reviewed the letter from Shasta County Health thanking Battalion Chief Beck for his training on the Office of Emergency Services National Incident Management System. Chairman Ferguson wanted to confirm that his service as a trainer is not interfering with his daily duties, which Chief Rogers confirmed that it was not interfering with his daily duties.
- 5.2 Director Morgan briefly discussed the FDAC Report - "GASB 45 Putting Retiree Medical Liabilities on the Balance Sheet" wanting to bring awareness to this piece of legislation. Legal Council discussed GASB further stating that the District is ahead of the curve for now and the District is noting in the budget its obligation for future retiree's medical benefits.
- 5.3 The Board reviewed the Certificate of County Clerk to the results of the votes cast for November 6, 2007.

6.0 SPOKESPERSON FOR THE DEPARTMENT

- 6.1 Fire Chief's Report for October 2007 was given to the Board for review. Chief Rogers thanked former directors Gary Nicholls and Oly Olsen for their hard and dedicated work during their time as board members. There was discussion by the Board regarding the paperwork that needs to be submitted to Shasta LAFCO. Director Emry questioned if there is a deadline for the LAFCO paperwork, which there is not at this time since LAFCO has misplaced our original paperwork. Chief Rogers confirmed the Fire Safe Council evacuation maps have been completed and now it's just a matter of funding. Chief Rogers noted that a letter has been sent to the Redevelopment Agency outlining the Districts concerns regarding their proposal.
- 6.2 Fire Marshal's report for November 2007 was given to the Board for review. BC Dahlen discussed the classes he attended pertaining to California Building Codes. Director Morgan suggested to the Board to attend some of the building code trainings so they can be brought up to speed and to learn about any new codes that are coming in and what they are expecting. He also requested BC Dahlen to inform the Board when any building code classes are close by so they have the opportunity to attend.
- 6.3 Training Officer's report for November 2007 was given to the Board for review. There was discussion whether or not to locate a source for vehicle replacement batteries. Chief Rogers noted that we are only replacing four to five batteries annually. Board stated that there is no need at this time to locate a source for the replacement batteries.
- 6.4 Minutes of the December 2007 Paid Staff Meeting were given to the Board for review, accepted as presented.
- 6.5 Minutes of the December 2007 Volunteer Association Meeting were given to the Board for review. Director Morgan announced the staff Christmas party will be this Saturday, December 15 at 6:00 p.m. here at the station and he encourages board members to attend.

A motion was made by Stephen Morgan to accept 6.1 thru 6.5 as presented, seconded by Ted Chase, passed unanimously.

- 6.6 The Benefit Assessment Fee will be discussed under Action Item 8.5

7.0 OLD BUSINESS:

- 7.1 The Board discussed strategic planning for the District. Chief Rogers stated that the Strategic Planning committee needs to start meeting again and the Board needs to direct staff as to when they should meet. We need to develop a long term plan with a large focus on infrastructure. Board decided to start the Strategic planning meetings sometime in January. Chief Rogers also noted that a New Board Member workshop needs to be arranged. He will schedule one once he speaks to Directors Emry & Chapman-Sifers so there is not a conflict with their schedule. Other board members will be notified at that time. Legal Council stated that there are state requirements for all supervisors and new board members to be certified every two or three years regarding ethics and sexual harassment, which he is certified to

conduct. Legal Council suggested scheduling an ethics and sexual harassment training early in 2008 after the New Board Member workshop has been completed.

8.0 ACTION ITEMS:

- 8.1 Board reviewed the 2008 Board Meeting Schedule. Discussion on whether to keep the October meeting on Tuesday the 14th or move it back to Monday the 13th. Board decided to move the meeting back to Monday the 13th. A motion was made by Lori Chapman-Sifers to approve the 2008 Board Meeting Schedule with the noted change for October, second by Daniel Emry, passed unanimously.
- 8.2 Election of Board Chair & Vice Chair for 2008 was discussed by the Board. A motion was made by Stephen Morgan for Chairman Ferguson to retain his position as Chairman of the Board, second by Ted Chase, passed unanimously. A motion was made by Ted Chase to seat Stephen Morgan as the Vice Chairman, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.3 The Board reviewed the Letter of Agreement from Compliance Associates. A motion was made by Ted Chase to accept and renew the Letter of Agreement from Compliance Associates, second by Stephen Morgan. Discussion – Director Emry wanted clarification whether this was for random drug testing and if the volunteers were included. Chief Rogers confirmed it is a random drug testing but does not include the volunteers. Gary Nicholls stated that there was discussion on developing a policy addressing drug testing for the volunteers. A question was posed regarding the use of tobacco products and if it was included in the District’s policy. Chief Rogers stated that the policy is for smoking only. Passed unanimously.
- 8.4 Approval of Letter of Understanding Modifying MOU Section 6.10 between Teamsters & SLFPD was reviewed and discussed by the Board. Chief Rogers explained the advantages and disadvantages of the 48/96 work schedule. The language “on Board approval.” needs to be added to the second paragraph, last sentence. Director Morgan suggested reviewing the program in four months and reporting back to the Board the progression so any adjustments can be made prior to negotiations. Director Emry asked how this will be measured, which Chief Rogers stated that it will be measured by their productivity level before and after. A motion was made by Ted Chase to approve the Letter of Understanding modifying MOU Section 6.10 between Teamsters and SLFPD with noted corrections, seconded by Daniel Emry, passed unanimously.
- 8.5 The Board discussed in great length the Engineers Draft Report prepared by SCI Consulting. Gary Nicholls expressed that there are two areas of concern, one is whether or not this assessment provides a special benefit to property owners and the second is the methodology for allocating the benefit. Legal Council stated there are too many missing items, typographic errors and is incomplete to approve the report. Director Morgan suggested scheduling another meeting with SCI Consulting. Legal Council suggested having a public workshop at his office with SCI Consulting. Chairman Ferguson suggested that Legal Council dictate a letter to Administrative Assistant Toso expressing the Board’s concerns and sending it to SCI Consulting and then scheduling another workshop. A motion was made by Jack Ferguson to table 8.5 Approval of Engineers Draft Report Prepared by SCI Consulting, 9.1 Review of Draft Resolution Adopting Prop 218 Assessment Ballot Proceedings & 9.2 Review of Draft Resolution Declaring Intention to Levy Assessments, Preliminarily Approving the Engineers Report, Providing Notice of Public Hearing and the

Mailing of the Assessment Ballots until another workshop has been held with SCI Consulting, seconded by Stephen Morgan, passed unanimously.

9.0 NEW BUSINESS:

9.1 Tabled until another workshop with SCI Consulting has been held.

9.2 Tabled until another workshop with SCI Consulting has been held.

9.3 The Board reviewed the proposed Amendment to the Shasta Dam Area Redevelopment Plan. Chief Rogers stated he had a verbal response from the City of Shasta Lake to meet with their engineers regarding the Shasta Dam Area Redevelopment Plan. Legal Council suggested looking into how other districts have handled this issue. Gary Nicholls suggested forming an ad-hoc committee to address this issue. Chairman Ferguson noted that an ad-hoc committee can be formed at next board meeting when all the other committees will be established for 2008. Chief Rogers will report back to the Board with any additional information on this issue after his meeting with the City.

10.0 DIRECTORS COMMENTS:

Chairman Ferguson explained the agenda pack and schedule to the new board members.

Director Morgan discussed the possibly of carpeting the Administrative Assistant office area to help maintain some kind of warmth.

On the behalf of the Board, Director Morgan welcomed new board members Emry & Chapman-Sifers to the board and thanked former directors Gary Nicholls and Oly Olsen for all their valuable time.

ADJOURNMENT

A motion for adjournment was made by Ted Chase, seconded by Stephen Morgan, passed unanimously. Chairman Ferguson brought the meeting to a close at 9:06 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Jack Ferguson, Chairman

Date