



# ***SHASTA LAKE FIRE PROTECTION DISTRICT***

4126 Ashby Court

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## **Board of Directors Meeting December 8, 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 11/10/08 board meeting and the 12/1/08 special board meeting were presented for approval, accepted as presented.

4.2 The warrants for November for a total of \$62,210.81 were presented for approval, accepted as presented.

A motion was made by Stephen Morgan to accept 4.1 and 4.2 as presented, seconded by Lori Chapman-Sifers, passed unanimously.

**5.0 COMMUNICATIONS:** None

**6.0 SPOKESPERSON FOR THE DEPARTMENT**

6.1 Fire Chief's report for November 2008 was given to the board for review. Chief Rogers noted that he has not received the Municipal Services Review draft report from Shasta LAFCO as of yet.

6.2 The Fire Marshal's report for November 2008 was given to the board for review, accepted as presented.

6.3 The Training Officer's report for November 2008 was given to the board for review, accepted as presented.

6.4 The paid staff meeting minutes for November 2008 was given to the board for review, accepted as presented.

6.5 The Shasta Lake Firefighter's Association minutes for December 2008 were given to the board for review. Engineer Moyer reminded the board of the Christmas party on

Saturday December 13 starting at 6:00 pm and if you want to participate in the gift exchange, please bring a gift under \$25.00.

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

## **7.0 OLD BUSINESS:**

- 7.1 Chief Rogers reported that he will be meeting with a structural engineer tomorrow to review the station and will report back to the board at the next meeting with an update.
- 7.2 The board discussed the Benefit Assessment Fee Citizens Oversight Committee. Chief Rogers stated that we need the committee to act as an "independent auditor" for the monies collected and spent for the benefit assessment fee. We need to actively recruit approximately three to five citizens for the committee. The board agreed to have up to five members on the committee as well as the Fire Chief and Chairman of the Board. The board directed staff to advertise for committee members.

## **8.0 ACTION ITEMS:**

- 8.1 The board reviewed the 2009 Board Meeting Schedule. A motion was made by Lori Chapman-Sifers to approve the 2009 Board Meeting Schedule as presented, seconded by Stephen Morgan, passed unanimously.
- 8.2 The board discussed the Board Chair and Vice Chair seats for 2009. A motion was made by Jack Ferguson to nominate Director Stephen Morgan for Board Chair, seconded by Ted Chase, passed unanimously.  
  
A motion was made by Ted Chase to nominate Director Jack Ferguson for Vice Chair, seconded by Stephen Morgan, passed unanimously.
- 8.3 The board reviewed the Letter of Agreement from Compliance Associates, Inc. for administering the District's random drug testing for paid staff. A motion was made by Ted Chase to accept the Letter of Agreement as presented, seconded by Daniel Emery, passed unanimously.
- 8.4 The board reviewed Resolution 08-17 budget transfer of \$6,463.83 from Prepaid Expense to Ret L/T Dt Hydrant. A motion was made by Daniel Emry to approve Resolution 08-17 as presented, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.5 The board discussed the possibility of allowing alcoholic beverages at the staff's Christmas party for 2008. The board confirmed that only soft liquor, beer and wine will be allowed. A motion was made by Stephen Morgan to allow beer and wine only at the 2008 staff Christmas party, seconded by Jack Ferguson, passed unanimously.
- 8.6 The board discussed the fencing project around the back yard at station two. Chief Rogers stated that people have been playing in the back yard and now the neighbors are complaining. To completely enclose the back yard, a two sided fence needs to be built which will be an open chain link style fence. A motion was made by Jack Ferguson to approve the construction of an open chain link fence without slats and with posts to enclose the back yard at station two for no more then \$2,000, seconded by Stephen Morgan, passed unanimously.

- 8.7 The board discussed drafting a letter to the City of Shasta Lake requesting the City to ratify the District's impact fee ordinance. A motion was made by Ted Chase to direct Chief Rogers to draft such letter to the City of Shasta Lake, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.8 The board discussed drafting a letter to the Shasta County Board of Supervisors requesting the County to ratify the District's impact fee ordinance. A motion was made by Ted Chase to direct Chief Rogers to draft such letter to the County Board of Supervisors, seconded by Daniel Emry, passed unanimously.

**9.0 NEW BUSINESS:** None

**10.0 DIRECTORS COMMENTS:**

Director Morgan thanked staff for delivering Santa to all the different locations this year.

**11.0 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 7:50 pm.

Submitted by:

\_\_\_\_\_  
Sharyn Toso, District Secretary

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Stephen Morgan, Chairman

\_\_\_\_\_  
Date