



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

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## **Board of Directors**

### **Meeting Minutes**

**February 8, 2010**

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

**Staff Present:** Adrian Rogers, Fire Chief  
Sharyn Toso, Administrative Assistant  
Michael Fitzpatrick, Legal Counsel

**1.0 CALL TO ORDER:** The meeting was called to order by Chairman Morgan 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 1/11/10 board meeting were presented for approval, accepted as presented.
- 4.2 The minutes of the 1/26/10 Planning & Finance Committee meeting were presented for approval, accepted as presented.
- 4.3 The warrants for January 2010 for a total of \$22,210.30 were presented for approval, accepted as presented.

A motion was made by Director Emry to approve 4.1 to 4.3 as presented, seconded by Vice Chairman Ferguson, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 Chairman Morgan commented on the following items;

The Mt. Gate Community Services District Board of Directors - How not to be a board, with the infighting, quitting and not following the mission statement. Hopefully the new board members will work for the betterment of the community.

Millville Fire Protection District - How the board and the chief need to work together. Thank goodness cool heads and good negotiations between all parties solved the rift with the exception of the Record Searchlight.

Anderson Fire Protection District - Chairperson Marsha Kelley did a first class job writing an article, which was printed in the Record Searchlight, explaining why the board

acted like it did and should be commended for acting in good faith to root out the mismanagement while maintaining the confidentiality required by law. Record Searchlight replied that this well intentioned law to protect the rights of heroes is instead providing cover for what appears to be cut rate fleecing of taxpayers.

Citizens Group – The Board has been attacked by the group, which is hiding under cover of not wanting to be named, uses the Record Searchlight to further their agenda so they can hide under a hood of rightness.

- 5.2 The board reviewed the Shasta Lake Fire Auxiliary logo. The board was satisfied with the logo as presented.
- 5.3 The board reviewed the flyer from the City of Shasta Lake regarding the State of the City luncheon on March 10, 2010. Director Chapman-Sifer stated she would like to attend, Chairman Morgan stated that he will be attending and has already purchased his ticket and Directors Ferguson, Emry & Chase will decided later.
- 5.4 The board reviewed the Shasta Lake Firefighters Association's 1<sup>st</sup> miniature golf tournament flyer. The original tournament date has been changed due to a conflict in scheduling, so the new date is Saturday May 22, 2010

## 6.0 DISTRICT REPORTS:

- 6.1 The Fire Chief's report for January 2010 was given to the board for review. The board further discussed establishing an ambulance service, the Shasta County Auditor/Controller and the roof leak at the main station. To repair the roof leak at the main station, the estimated cost is \$450.
- 6.2 The Fire Marshal's report for January 2010 was given to the board for review, accepted as presented.
- 6.3 The Training Officer's report for January 2010 was given to the board for review. The board further discussed the new location of BC Beck's office at Station 3 on Lake Blvd.
- 6.4 The Shasta Lake Firefighter's Association minutes for February 2010 were given to the board for review. Director Chapman-Sifers noted an incomplete sentence under Committee Reports, Quads which should end with "had". The Firefighter of the Year roast will start at 6pm and the association is searching for any type of donations for the golf tournament on May 22, 2010.
- 6.5 The board reviewed the payroll reports for the months of December and January, accepted as presented.
- 6.6 There board reviewed the legal fee cost report for the District's current litigation, #166914, which the YTD total is \$37,414.16.

A motion was made by Director Chapman-Sifers to approve all district reports 6.1 to 6.6 as presented, seconded by Vice Chairman Ferguson, passed unanimously.

**7.0 OLD BUSINESS:**

- 7.1 The board discussed at length ADA compliance for Station 3. BC Beck stated that he has located the actual plans for Station 3 which will help him in the planning and layout for the bathrooms. He has made contact with Sally Riley from the Builders Exchange about the project and he is moving forward with creating a set of plans so a project cost estimation can be done. His goal is to have two bathrooms, but he will still present two sets of plans to the board at a later date. Vice Chairman Ferguson expressed his concern with the cost associated with the project.

**8.0 ACTION ITEMS:**

- 8.1 The board discussed at length at becoming the applicant for the California Fire Safe Council Clearing House Grant. Mr. Lee Delaney from Western Shasta RCD was present and explained the grant process. The grant would fund three shaded fuel break projects (fuel reduction) located on Beltline Rd, Flanagan Rd., and Lake Blvd which would provide safety, accessibility for firefighters and defensible space. Western RCD would be doing all the paperwork, the necessary requirements for the grant and carrying the liability. The grant application dead line is February 26, 2010 and a letter of support from the District is also required.

A motion was made by Vice Chairman Ferguson to approve Shasta Lake Fire District to become the applicant for the three grants as noted, seconded by Daniel Emry. Motion was resended by Vice Chairman Ferguson.

A motion was made by Vice Chairman Ferguson to draft and sign a letter of support by the Fire Chief and the Chairman of the Board as well as approving Shasta Lake Fire District to become the applicant on the three grants as noted, seconded by Daniel Emry, passed unanimously.

- 8.2 The board discussed at length the possibility of sending Director Lori Chapman-Sifers to the 2010 California Special District Legislative Days in Sacramento May 11-12, 2010. The approximate cost would be \$450 for a one day trip. The cost would include the fee for the conference, mileage and parking. Director Chase feels that the District should not send her to the conference and cover the cost because of the current financial situation the District is in. Vice Chairman Ferguson feels that the District should send her one more time because it would benefit the District having her there representing us. Ferguson also stated that he would be willing to donate his monthly stipend to help with the cost of sending her. Director Emry agrees with Vice Chairman Ferguson and feels it's important having representation there. Chairman Morgan is concerned with the cost as well but he does see the importance of keeping us represented there.

A motion was made by Vice Chairman Ferguson to send Director Chapman-Sifers to the 2010 Special District Legislative Days in Sacramento, seconded by Daniel Emry;

Ayes: Ferguson, Emry, Chapman-Sifers

Nays: Chase, Morgan

Abstain: None

Absent: None

Motion passed by majority.

- 8.3 The board reviewed the one year extension request for the Captains Eligibility List, which is due to expire on April 14, 2010. BC Beck stated that both the applicants on the

list are still interested in the position. The board agreed to extend the Captain's Eligibility List by one year.

A motion was made by Vice Chairman Ferguson to extend the Captain's eligibility list as presented for one year to expire on April 14, 2011, seconded by Director Chapman-Sifers, passed unanimously.

- 8.4 The board reviewed the one year extension request for the Engineer's Eligibility List, which is due to expire February 28, 2010. The board agreed to extend the Engineer's Eligibility List for one year.

A motion was made by Vice Chairman Ferguson to extend the Engineer's eligibility list as presented for one year to expire on February 28, 2010, seconded by Director Chapman-Sifers, passed unanimously.

- 8.5 The board reviewed the Volunteer Fire Prevention Officer job description. The board feels that the Organization and Personnel committee should review the job description first and agrees to send it to the committee for follow-up and review. No further action was taken.

- 8.6 The board reviewed the revision of Policy and Procedure #537 – Uniform Dress Code and Personal Hygiene. The revision is omitting the polo shirt description and part number 71304 under Procedure, #14. The polo shirt is not the right style and needs to be omitted from the policy. The board noted striking out the words "dark navy" after the noted relined words.

A motion was made by Vice Chairman Ferguson to accept the revised Policy and Procedure #537 with the noted change, seconded by Director Chase, passed unanimously.

- 8.7 The board reviewed budget transfer 10-02, recognizing \$42,647 in 692021 Out of District Response and increasing 017000 Extra Help \$6,706 and 017001 Extra Help USFS \$ 35,941. The board was satisfied with the budget transfer as presented.

A motion was made by Director Emry to approve budget transfer 10-02 as presented, seconded by Director Chapman-Sifers, passed unanimously.

## 9.0 NEW BUSINESS:

- 9.1 The board reviewed the Benefit Assessment Fee 2010-2011 Levy Timeline presented by SCI Consulting. The board was satisfied with the timeline as present.

## CLOSED SESSION

Chairman Morgan announced that the board will be going into closed session to review existing litigation, Nicholls vs. Shasta Lake Fire Protection District, Shasta Co. Case No. 166914 at 8:21 pm and invited any public comment. There was no public comment and the board entered into closed session.

Open session reconvened at 8:38 pm. Chairman Morgan announced that the board reviewed current litigation, case no. 166914, received a report from legal counsel and gave legal counsel directive.

**10.0 DIRECTOR COMMENTS:**

Vice Chairman Ferguson thanked Mike Fitzpatrick for attending the meeting and all his hard work.

Chairman Morgan thanked Mike Fitzpatrick as well and wished Director Chapman-Sifers good luck at the Legislative Days.

**11.0 ADJOURNMENT:**

A motion for adjournment was made by Vice Chair Ferguson, seconded by Director Chapman-Sifers, passed unanimously. Chairman Morgan brought the meeting to a close at 8:40 pm.

Submitted by:

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

\_\_\_\_\_  
Date

Approved by:

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

\_\_\_\_\_  
Date