



# **SHASTA LAKE FIRE PROTECTION DISTRICT**

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## **Board of Directors**

### **Meeting Minutes**

**March 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

**1.0 CALL TO ORDER:** The meeting was called to order by Chairman Morgan at 7:00 pm.

**2.0 PUBLIC COMMENT PERIOD:**  
Shasta Lake residence Gracious Palmer read her email that she had sent to Chief Rogers and Admin Assistant Toso. The email was regarding her public records request of the monetary amounts authorized, allocated and spent on travel in the past four years for the Board of Directors (Director Chapman-Sifers, Chase, Emry, Ferguson, Morgan) and as the body of the whole for meetings, conferences and workshops.

**3.0 APPROVAL OF AGENDA:** No changes made to the agenda.

**4.0 CONSENT CALENDAR:**

4.1 The minutes of the 2/8/10 board meeting were presented for approval, accepted as presented.

4.2 The warrants for February 2010 for a total of \$50,354.07 were presented for approval, accepted as presented.

4.3 The following Journal Entries were presented for approval;  
A. \$52.68 - Shasta County Treasurer/Tax Collector, Asmt#006-890-033-000  
B. \$52.68 - Shasta County Treasurer/Tax Collector, Asmt#075-360-028-000  
C. \$52.68 - Shasta County Treasurer/Tax Collector, Asmt#005-090-055-000  
D. \$52.68 - Shasta County Treasurer/Tax Collector, Asmt#005-090-054-000

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

**5.0 COMMUNICATIONS:**

5.1 Chairman Morgan commented on the following items;

Chief Rogers was awarded the 2009 Firefighter of the Year award at the Association awards banquet and at the annual Shasta Damboree awards dinner. Congratulations to Chief Rogers.

Captain Mark Grove will be traveling to Mexico for a month for a Group Study Exchange sponsored by the Redding Rotary Club.

- 5.2 The board reviewed the California Special District Association (CSDA) Board of Directors Call for Nomination notice. The board expressed no interest in nominating anyone.
- 5.3 The board reviewed the CSDA Safety/Claims Education Day Announcement. There was no further discussion.
- 5.4 Captain Mark Grove spoke of his upcoming Group Study Exchange trip to Mexico hosted by the Rotary Club of Redding. Captain Grove will be traveling with a team of four consisting of one team leader, two other fire & safety members and himself. They will be departing the States April 5<sup>th</sup>, 2010 and returning May 2, 2010. They will be traveling to six different cities promoting international relations and staying with host families throughout their trip. They will be posting updates during their trip on a blog that will be hosted by San Ramon Valley Fire District, which he will provide the web address once it's made available to him. Director Chapman-Sifers recommended using Twitter during his travels to post updates about his trip as well. Captain Grove will report back to the Board when he returns from his trip.

## **6.0 DISTRICT REPORTS:**

- 6.1 The Fire Chief's report for February 2010 was given to the board for review. Director Chase stated that he had received information on the cost of maintaining one ambulance which would be approximately \$4,000 annually. The board further discussed acquiring quotes for having the roof replaced on the main station and seeking out grants for a new fire station.
- 6.2 The Fire Marshal's report for February 2010 was given to the board for review. The board further discussed weed abatement liens on the designated parcels, purchasing additional mobile radios and the main station phone system. The caller ID problems with the phone system have been addressed and repaired. They should be fully functional again.
- 6.3 The Training Officer's report for February 2010 was given to the board for review, accepted as presented.
- 6.4 The Shasta Lake Firefighter's Association minutes for March 2010 were given to the board for review. Adrian Rogers will be presented with the Firefighter of the Year award from the Redding Exchange Club, not from Redding Rotary clarifying what was stated earlier.
- 6.5 The board reviewed the payroll report for the month of February for a grand total of \$48,262.70, accepted as presented.
- 6.6 The board reviewed the legal fee cost report for the District's current litigation, #166914, with the YTD total is \$48,166.30, accepted as presented.

**7.0 OLD BUSINESS:**

7.1 The board discussed ADA compliance for Station 3. BC Beck met with City building officials and now has two draft bathroom modification plans to present. BC Beck explained the plans, layout, needed supplies and the steps to be taken to complete the project. The one remaining issue that needs to be addressed is the direction the bathroom door swings, which he will further research. The second part of the project involves access to the building. He stated that the City has just approved paving our parking lot so we will need to pour an additional four foot sidewalk to the front door. The approximate cost of materials including the permit to complete the project is between \$2,600 and \$3,000. The work can be done by the district providing the work is within our scope and is being monitored by the building officials, per the City building officials. BC Beck will further research this and get it in writing before moving forward with the project. The City will have to approve and sign off on a set of drawings before any work can be done. BC Beck will present the official set of drawings, materials list and a breakdown of work to be done at the April board meeting.

**8.0 ACTION ITEMS:**

8.1 The board reviewed and discussed the 2008/2009 Audit. Chief Rogers noted that there were some typos and incomplete sentences that he had Teri Simmons fix which she has completed and returned a corrected copy of the Audit to the District. No other corrections were noted. The Board agreed to table the Audit pending further review and corrections. TABLED

8.2 The board reviewed Resolution 10-03, Budget Transfer recognizing \$30,209 in 692021 Out of District Response and increasing 018400 Employer Share Unemployment Insurance, 018500 Workers Comp Exposure, and 011000 Regular Salaries. The board was satisfied with the presented resolution.

A motion was made by Vice Chair Ferguson to approve Resolution 10-03 Budget Transfer as presented, seconded by Director Chapman-Sifers, passed unanimously.

8.3 The board reviewed the four bills from Perimeter Control for a total of \$1,745 for the weed abatement work that was done on the following parcels;

- Parcel #006-470-002 - \$685.00
- Parcel #006-470-006 - \$525.00
- Parcel #006-470-007 - \$160.00
- Parcel #006-470-008 - \$375.00

A motion was made by Vice Chair Ferguson to approve all four invoices from Perimeter Control as presented, seconded by Director Emry, passed unanimously.

8.4 The board reviewed and discussed the Confirming Reports and Establishments of Special Assessment for Cost of Nuisance Abatement by Resolution. BC Dahlen noted that each Resolution has the \$50.00 administration fee added on as per district policy.

8.4.1 Resolution 10-04 for \$735, APN No. 006-470-002 was accepted as presented. A motion was made by Vice Chair Ferguson to accept Resolution 10-04 as presented, seconded by Director Chapman-Sifers, passed unanimously.

- 8.4.2 Resolution 10-05 for \$575, APN No. 006-470-006 was accepted as presented. A motion was made by Director Chase to accept Resolution 10-05 as presented, seconded by Director Emry, passed unanimously.
- 8.4.3 Resolution 10-06 for \$210, APN No. 006-470-007 was accepted as presented. A motion was made by Director Chapman-Sifers to accept Resolution 10-06 as presented, seconded by Vice Chair Ferguson, passed unanimously.
- 8.4.4 Resolution 10-07 for \$425, APN No. 006-470-008 was accepted as presented. A motion was made by Vice Chair Ferguson to accept Resolution 10-07 as presented, seconded by Director Emry, passed unanimously.
- 8.5 The board discussed approving additional shift coverage for Captain Mark Grove for the Group Study Exchange to Mexico. Captain Grove is requesting shift coverage for two shifts, four days total while participating in the Group Study Exchange in lieu of using vacation days. He will be out for a total of four shifts, eight days total. Chief Rogers indicated that it would cost approximately \$1,800 to cover the four overtime shifts. Director Emry thanked Captain Grove for participating and representing the District in the Group Study Exchange.

A motion was made by Vice Chair Ferguson to approve the overtime coverage for the four shifts for Captain Grove, seconded by Director Chapman-Sifers, passed unanimously.

**9.0 NEW BUSINESS:**

- 9.1 Dr. Bryan Preppernau from Pacific Rim Sciences presented a Power Point presentation and distributed brochures about his company and their services. Pacific Rim Sciences is a grant writing and project management service company. Pacific Rim will seek out and apply for new station grants and conducts grant awarded projects from the ground up to station completion. Dr. Preppernau discussed several different types of awards, award amounts, what the grant emphasis are and what Pacific Rim's successes have been.
- 9.2 Vice Chairman Ferguson read the information from the recent article in the Record Searchlight titled "Shasta County Divides Homeland Security Money". He noted that the grant money from Homeland Security totaling \$458,000 went for two drills, one being held at the dam, two robots and other equipment for county agencies. \$46,000 is being spent on a terrorist attack drill at the dam with the funds covering the wages of the participating drill members. Vice Chairman Ferguson expressed his concern over this because they do not indicate whose wages are being covered and that the District is the first responder to the dam for emergencies but we have not been contacted about this drill. Chief Rogers stated that our representative for the grant committee is Shasta County Fire and they don't always contact him regarding grant meetings. The board would like better communications between the agencies and asked for Chief Rogers to follow up on it.

**10.0 CLOSED SESSION PUBLIC COMMENT PERIOD: None**

**11.0 CLOSED SESSION:**

Chairman Morgan announced that the board will be going into closed session at 8:33 pm to review and discuss Administrative Assistant's employment contract pursuant to Gov't Code

54957 and labor negotiations with the Union Negotiation Committee reporting on the negotiations with the Teamsters Local #137 from designated representatives Chairman Morgan, Director Emry and Chief Rogers pursuant to Gov't Code 54957.

**12.0 REPORT ON CLOSED SESSION:**

Open session reconvened at 9:03 pm. Chairman Morgan reported that the board discussed the Administrative Assistant's employment contract which will be forwarded to the Districts legal counsel, Mike Fitzpatrick, and the Planning and Finance committee for further review. Labor negotiations were discussed and the board directed Chief Rogers to figure out what the numbers are and will have a full report at the next meeting.

**13.0 DIRECTOR COMMENTS:**

Vice Chairman Ferguson thanked Chief Rogers, Captain Grove, Engineer Moyer and Firefighter McGram for doing such a great job helping his brother's son when he came into the fire hall with chest pain. He ended up coding but was brought back and is doing very well now. The family is very thankful for you all that you did.

The board requested that a certificate of appreciation be sent to Perimeter Control thanking him for all the weed abatement work that he has done for the District.

**14.0 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 9:11 pm.

Submitted by:

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

\_\_\_\_\_  
Date

Approved by:

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

\_\_\_\_\_  
Date