



SHASTA LAKE FIRE PROTECTION DISTRICT

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Board of Directors Meeting March 9, 2009

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

Members Absent: Daniel Emry, 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: None

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

4.0 CONSENT CALENDAR:

- 4.1 The minutes of the 2/9/09 board meeting were presented for approval, accepted as presented.
- 4.2 The minutes for the 2/26/09 Planning & Finance Committee meeting were presented for approval, accepted as presented.
- 4.3 The February warrants for \$38,590.09 were presented for approval. Vice Chairman Ferguson requested that monthly payroll totals be included with the bills.

A motion was made by Jack Ferguson to approve 4.1, 4.2 and 4.3 as presented & with noted request, seconded by Lori Chapman-Sifers, passed unanimously.

5.0 COMMUNICATIONS:

- 5.1 Chairman Morgan reminded the Board of the FDAC (Fire District Association of California) annual conference in San Diego is coming up in April. He has additional information on the conference if interested in attending.

Director Chapman-Sifers will be hosting an open house at her new business, The Gallery at Shasta Lake, tomorrow night starting at 5:30 pm

- 5.2 The board reviewed the Merrill Lynch monthly report for the District's Post Retirement Health Benefits account. The account balance as of January 30, 2009 for \$46,408.35 was confirmed.

6.0 SPOKESPERSON FOR THE DEPARTMENT

- 6.1 The Fire Chief's report for February 2009 was given to the board for review, accepted as presented.
- 6.2 The Fire Marshal's report for February 2009 was given to the board for review, accepted as presented.
- 6.3 The Training Officer's report for February 2009 was given to the board for review. BC Beck was not present due to a scheduled vacation. Chief Rogers further discussed the multiple valve replacements on the engines, noting that sand has been discovered in the tanks which are causing the valve failures.
- 6.4 The paid staff meeting minutes for February 2009 was given to the board for review, accepted as presented.
- 6.5 The Shasta Lake Firefighter's Association minutes for March 2009 was given to the board for review. The Board congratulated Captain Richard Moore for winning the Shasta Lake Firefighters Association Firefighter of the Year award. WES which stands for Whiskeytown Environmental School under new business was clarified.
- 6.6 Chief Rogers updated the board on the 2008/2009 District budget. He clarified that numbers incased in parentheses are a negative on the expense side and a positive on the revenue side, which starts after 101000 Current Secured Taxes. He also noted that the District is protecting 704 million dollars worth of property and 10,000 citizens on a 1.6 million dollar budget which is only .22%.

A motion was made by Ted Chase to accept 6.1 – 6.6 all district reports as presented, seconded by Jack Ferguson, passed unanimously.

7.0 OLD BUSINESS: None

8.0 ACTION ITEMS:

- 8.1 The board discussed reducing the number of seasonal firefighters from three to two as noted by staff. A motion was made by Ted Chase to approve reducing the number of seasonal firefighters from three to two, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.2 The board discussed surplusung the Chevrolet Blazer utility - U242 and to sell it as per BC Becks recommendation. A motion was made by Jack Ferguson to surplus Utility 242 and to sell it, seconded by Ted Chase, passed unanimously. The Board directed Chief Rogers to offer the utility to other fire departments first.
- 8.3 The board reviewed and discussed purchasing a new Xerox Color Multifunction Printer to replace the current HP 9110 Officejet printer and whether to purchase a service agreement for the Xerox. They reviewed Xerox Phaser MFP models 6115, 6180 and 8560. The board was in favor of model 8560 starting at \$1349. A motion was made by Ted Chase to approve the purchase of a Xerox Phaser 8560 MFP contingent upon receiving three bids for the 8560 along with a service agreement, seconded by Jack Ferguson, passed unanimously.
- 8.4 The board reviewed and discussed the letter from Shasta County Register of Voters requesting use of the District's stations as polling sites for the May 19, 2009 Statewide

Special Election. A motion was made by Jack Ferguson to approve the letter allowing Shasta County Register of Voters use of the District's stations as polling sites for the Special Election, seconded by Ted Chase, passed unanimously.

- 8.5 The board reviewed and discussed the Professional Services Agreement between Parker Engineering and the District. Chief Rogers confirmed the money was in the budget to cover the cost of the agreement and felt that the study would benefit the District in pursuing future grants. It was stated that that main station was built and completed in 1953. The Board discussed the potential of an increase in the cost of the study if additional tests are required. A change order will need to be submitted by Parker Engineering prior to the increase. A fee schedule is noted under Exhibit A. A motion was made by Jack Ferguson to accept the Professional Service Agreement as presented for a total of \$5,000, seconded by Ted Chase, passed unanimously.
- 8.6 The board reviewed & discussed having Ron Kent Equipment Service & Repair assist the District with apparatus repairs. Chief Rogers stated that any major apparatus repairs is when we would use Ron Kent Equipment and staff will still do minor repairs as needed. The District would still purchase & pay for parts through our current vendors and his hourly wage of \$75.00 is for labor only. The board directed Chief Rogers to proceed with the proper steps.
- 8.7 The board discussed Chief Rogers attending the You & ISO conference in Salem, OR. Vice Chairman Ferguson requested all future requests such as this one contain a grand total for the whole trip. A motion was made by Ted Chase to approve Chief Rogers attending the You & ISO conference in Salem, Oregon for a maximum of \$500, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.8 The board reviewed the interest letters for the Citizens Oversight Committee from Mr. Don Spurgeon, Mrs. Brandy Smutz, Mr. Bob Ferguson and Mrs. Bonnie Hurlhey. Chief Rogers recommended doing a three person board and one alternate. A motion was made by Jack Ferguson to accept all four interest letters for the Oversight Committee as presented with the Organization & Personnel committee deciding the regulars, alternate, and the meeting schedule, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.9 The board reviewed and discussed the Verizon Wireless site proposal letter. Chief Rogers stated that Verizon is interested in not only the District's site on Lake Blvd but other sites in the area. The letter merely serves as an interest letter and depending on how many approval letters they receive back will determine the best area for their radio equipment. The proposed location of the radio equipment on the property will be as close to the north shed as they can get it and will consume approximately a 30' by 40' spot. The equipment will take away from our parking area but we will still have adequate parking for the station. A motion was made by Jack Ferguson to accept the Verizon Wireless site proposal letter as presented, seconded by Lori Chapman-Sifers, passed unanimously.

9.0 NEW BUSINESS:

- 9.1 The board discussed hiring new legal representation for the District. The District's current legal council, Mr. David Huscher, has been commuting between his Redding and Sacramento office, but spending a majority of his time in Sacramento which makes his availability to the District very limited. Mr. Huscher will remain as the District's legal council until new council has been approved. The board agreed to send this business to the Organization & Personnel committee for further review.

- 9.2 The board discussed the District's current ALS program. Chief Rogers stated that the District currently has only two ALS people on board. Due to the lack of qualified ALS personnel, the narcotics that only ALS has access to do not get checked as often as they should resulting in expired narcotics. Nor Cal EMS will ultimately decide whether or not the District gets to keep the program. If the District was interested in staffing firefighter/paramedics, there are a couple of people on staff that are interested in going through the paramedic program. The board agreed to send this business to the Planning and Finance committee for further review.
- 9.3 The board reviewed the Special District Elections letter from Shasta County Registrar of Voters. The board agreed to send a letter back to the Registrar of Voters requesting the cost the District will incur for their incumbents in the Special District Elections for budgeting purposes.

CLOSED SESSION

Chairman Morgan announced that the board will be entering into closed session at 8:36 pm to discuss the Fire Chief's contract pursuant to Government Code 54957 and potential real estate acquisition pursuant to Government Code Section 54956.8.

Open session reconvened at 9:03 pm. Chairman Morgan reported that the draft copy of the Fire Chief's contract was discussed and needs to go back to the Union Negotiation committee. The board also discussed real estate acquisition.

10.0 DIRECTORS COMMENTS:

Director Chase announced that he will not be at the next Board of Directors meeting on April 13, 2009.

Director Chapman-Sifers announced she would like to keep in line with transparency in government, so she welcomes the board members, paid staff and the citizens in our community to call her at (530) 275-6167 with any questions or concerns they might have. She feels it's important to keep an open line of communication.

Chairman Morgan announced that there will be a Fire Safety Home Protection Fair in Old Shasta, Saturday March 28, 2009 from 10:00 am to 3:00 pm. There will be a Themo-gel demonstration and other activities.

Chief Rogers announced that the Sutphen Corporation will be here at the station on Wednesday March 11, 2009 at 9:00 am with one of their new pumper engines and a 70" aerial ladder truck.

The Board congratulated Captain Rich Moore once again for receiving the 2008 Firefighter of the year award.

11.0 ADJOURNMENT

A motion for adjournment was made by Stephan Morgan, seconded by Jack Ferguson, passed unanimously. Chairman Morgan brought the meeting to a close at 9:09 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Stephen Morgan, Chairman

Date