



# **SHASTA LAKE FIRE PROTECTION DISTRICT**

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## **Board of Directors**

### **Meeting Minutes**

**April 12, 2010**

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

**Members Absent:** Jack Ferguson, Vice Chairman

**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 3/8/10 board meeting were presented for approval, accepted as presented.

4.2 The minutes of the 4/8/10 Planning & Finance committee meeting were presented for approval, accepted as presented.

4.3 The minutes of the 4/9/10 Organization & Personnel committee meeting were presented for approval, accepted as presented.

4.4 The warrants for March 2010 for a total of \$32,520.31 were presented for approval, accepted as presented.

4.5 The following Journal Entries were presented for approval;  
A. \$239.65 - Shasta Fire Prepaid Expense  
Accepted as presented.

A motion was made by Director Chapman-Sifers to approve 4.1 to 4.5 as listed, seconded by Ted Chase, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 Chairman Morgan had no comments

5.2 The board reviewed the National Fallen Firefighter Foundation 31 Cent Scoop Night Flyer. There was no further comment.

- 5.3 The board reviewed the Shasta LAFCO Proposed 2010-11 Draft Budget. Chairman Morgan stated that LAFCO wants to increase their rates.
- 5.4 The board read the letter from Marv and Sherry Ferguson thanking the on-duty crew, Chief Rogers, Captain Grove, Engineer Moyer, and Firefighter McGram, for the aid that the crew provided to the Ferguson's son, Randy on March 14, 2010. The crew's quick and professional action was instrumental in saving Randy's life and they are very thankful for what they had done for Randy.
- 5.5 The board reviewed the Fire Districts Association of California Board of Directors seats up for election letter. There was no further discussion.

**6.0 DISTRICT REPORTS:**

- 6.1 The Fire Chief's report for March 2010 was given to the board for review. The board further discussed roof replacement for the main station. Chief Rogers said that the company that last repaired the roof, John Parratt Roofing, said it was going to cost around five to six thousand dollars to have it done. Since the amount is going over five thousand dollars, the District will have to go out to bid for this project.
- 6.2 The Fire Marshal's report for March 2010 was given to the board for review, accepted as presented.
- 6.3 The Training Officer's report for March 2010 was given to the board for review, accepted as presented.
- 6.4 The Shasta Lake Firefighter's Association minutes for April 2010 were given to the board for review, accepted as presented.
- 6.5 The board reviewed the payroll report for the month of March for a grand total of \$47,656.60, 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 \$48,196.30, accepted as presented.

**7.0 OLD BUSINESS:**

- 7.1 The board discussed ADA compliance for Station 3 addressing the bathrooms and the front sidewalk. BC Beck went over the Accessibility Compliance Plan, Project Work Breakdown and the Order of Operation. The permit price has doubled in price because the last quoted price was for a residential permit and not a commercial permit. The door swing has been addressed and the plans are ready for submittal. Once the plans have been signed off by the City the work can start. The City is very happy with the quality of the drawings and after a preliminary review, there seems to be no further issues with the plans.

Director Emry asked if there is a project completion time frame, but one was not available. BC Beck said that the project is designed to be done in a weekend, so long as the work is progressing and completed within a reasonable amount of time will be acceptable. Every effort will be made to complete the project as quickly and efficiently as possible.

Chairman Morgan stated that BC Beck did an outstanding job on the plans, and designing the necessary modifications which are very complete.

The cost for all materials needed to complete the project as designed is \$3,200. The cost reflects replacing all plumbing and electrical fixtures and all attempts to decrease costs by reusing materials will be done for the duration of the project.

## 8.0 ACTION ITEMS:

- 8.1 The board reviewed the 2008/2009 Audit. The board was satisfied with the Audit as it was presented.

A motion was made by Director Chase to approve the 2008/2009 Audit as presented, and seconded by Daniel Emry. Discussion - The board further discussed GABS requirements and what steps will need to be done to fulfill the requirements for future audits. Motion passed unanimously.

- 8.2 The board reviewed and discussed the Administrative Assistant Labor Agreement as approved by the Planning & Finance Committee. Legal counsel still needs to review and approve the agreement. Chief Rogers discussed the changes in the agreement which are a \$300 training allowance, two department issued uniforms, and the pay raise will be renegotiated after the 2010/2011 budget has been approved.

Shasta Lake citizen Gracious Palmer commented on the agreement stating that it's uncalled for the administrative assistant not to get a pay raise. In her opinion everyone is entitled to a cost of living pay increase every year and that there should be an allowance for meritorious pay.

Board agreed to table the motion until legal counsel has reviewed the agreement.  
TABLED

- 8.3 The board discussed installing internet access at station three. BC Beck stated that it would cost \$99.00 for installation and \$27.95 per month for the service which is the lowest quoted service through Charter Communications.

A motion was made by Director Chase to approve internet installation at station 3 for the cost of \$28.00 per month, seconded by Director Chapman-Sifers, passed unanimously.

- 8.4 The board reviewed and discussed the following policies & procedures as approved by the Organization & Personnel committee;  
302 - Expense Reimbursement  
519 - Vacation Leave

The board was satisfied with the policies as presented. A motion was made by Director Chase to approve policies 302 and 519 as presented, seconded by Director Emry, passed unanimously.

- 8.5 The board reviewed and discussed the Volunteer Fire Prevention Officer job description as approved by the Organization and Personnel committee. The board noted several typographical errors to be corrected otherwise the board was satisfied with job description as presented.

A motion was made Director Emry to approve the Volunteer Fire Prevention Officer job description as presented and with noted corrections, seconded by Director Chapman-Sifers, passed unanimously.

**9.0 NEW BUSINESS:**

9.1 The board reviewed the 2010/2011 Fire Suppression and Apparatus Assessment Budget presented by SCI Consulting. The board further discussed the current and future CPI rate. Susan Barnes from SCI Consulting will be present at the next board meeting to address any questions.

**10.0 CLOSED SESSION PUBLIC COMMENT PERIOD:**

Shasta Lake Property owner Cindy Ogden commented on the current litigation stating that she has been following the litigation and is concerned that the lawsuit is unsubstantiated and that she would like to see the District somehow recuperate the \$48,000 paid out for legal fees.

Shasta Lake citizen Carol Rogers stated that she was attending the board meeting to show support for the firefighters. She appreciates all that they do and wants to thank them for doing a great job.

**11.0 CLOSED SESSION:**

Chairman Morgan announced that the board will be going into closed session at 7:45 pm to review existing litigation, Nicholls vs. Shasta Lake Fire Protection District, Shasta Co. Case No. 166914 pursuant to Gov't Code 54956 (a).

**12.0 REPORT ON CLOSED SESSION:**

Open session reconvened at 7:53 pm. Chairman Morgan reported that the board took no action.

**13.0 DIRECTOR COMMENTS:**

Chairman Morgan thanked Cindy Ogden and Carol Rogers for attending the meeting and for their comments.

Director Chase expressed his appreciation to Cindy Ogden Carol Rogers for coming to the meeting.

Director Emry also thanked Cindy Ogden and Carol Rogers for coming to the meeting.

Director Chapman-Sifers thanked Cindy Ogden and Carol Rogers as well for coming to the meeting and for providing their comments.

**14.0 ADJOURNMENT:**

A motion for adjournment was made by Director Emry, seconded by Director Chapman-Sifers, passed unanimously. Chairman Morgan brought the meeting to a close at 7:58 pm.

Submitted by:

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

\_\_\_\_\_  
Date

Approved by:

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

\_\_\_\_\_  
Date