



**Board of Directors
Meeting
April 14, 2008**

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

Also 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. Chairman Ferguson announced that there will be a per page copy charge of \$.13 for any requests for copies and will only be done during office business hours Monday through Friday 8:00 am to 5:00 pm.

2.0 PUBLIC COMMENT PERIOD: None

3.0 APPROVAL OF AGENDA: No changes made to agenda.

4.0 CONSENT CALENDAR:

4.1 The minutes of the 3/10/08 board meeting and the 4/3/08 Organization and Personnel Committee were presented for approval. Director Morgan requested to approve the 4/3/08 Organization and Personnel minutes after Action Item 8.1 – Approval of SOP's as recommended by the Organization and Personnel Committee and 8.2 – Approval of Revised Policy & Procedures as recommended by the Organization and Personnel Committee have been discussed and approved. A motion was made by Lori Chapman-Sifers to approve the 3/10/08 minutes as presented, seconded by Stephen Morgan, passed unanimously.

4.2 The March 2008 warrants were presented to the board for approval. Admin Assistant Toso noted that part of the US Bank Corporate charge of \$1,440.18 did not print on the claim register due to an incorrect date inputted. A motion was made by Stephen Morgan to approve the March 2008 warrants with the noted US Bank Corporate correction, seconded by Ted Chase, passed unanimously.

5.0 COMMUNICATIONS:

5.1 Chief Rogers gave a verbal progress report on the 48/96 work schedule. Currently, there are no issues or lose of production and the staff is happy with the 48/96 schedule.

6.0 SPOKESPERSON FOR THE DEPARTMENT

- 6.1 Fire Chief's Report for March 2008 was given to the Board for review. Chairman Ferguson expressed his disappointment of the Fire Safe Council's brush clearance on the nature trails. Chief Rogers stated that there were complaints of the overgrowth and the fire hazard and suggested that he speak directly to the Fire Safe Council to get clarification for the brush clearance. The Fire Safe Council meets on the third Tuesday of each month. Director Morgan noted that he had the pleasure attending the prayer breakfast with the Chief and Chairman Ferguson praised the Chief for the great presentation at the last Benefit Assessment Fee workshop.
- 6.2 Fire Marshal's report for March 2008 was given to the Board for review. BC Dahlen noted that there will be further discussion on the adoption of the California Fire Code under Action Item 8.9 – Discussion and Possible Action Regarding the Fire Hazard Severity Zone Map.
- 6.3 Training Officer's report for March 2008 was given to the Board for review. Chairman Ferguson requested BC Beck to prepare and present at the next board meeting ongoing cost maintenance reports for all the apparatus.
- 6.4 Minutes of the March 2008 Paid Staff Meeting were given to the Board for review. Director Chapman-Sifers wanted clarification on the electrical problem on E42 and if it was resolved, which was confirmed to be resolved by BC Beck.
- 6.5 Minutes of the April 2008 Volunteer Association Meeting were given to the Board for review, accepted as presented.

A motion was made by Stephen Morgan to approved 6.1 – 6.5 as presented, seconded by Daniel Emry, passed unanimously.
- 6.6 Chief Rogers reported briefly on the Benefit Assessment Fee. The League of Women Voters is in place for tabulating the ballots and the sample ballot has been submitted to legal council.

7.0 OLD BUSINESS:

- 7.1 Letter from the Shasta Lake Fire Protection District Firefighter Association regarding Class A uniforms for volunteers to be discussed next budget year - Tabled
- 7.2 The Board briefly discussed the possibility of the Fire Chief and Battalion Chief's carrying firearms. Chairman Ferguson noted that he is discussing this issue with the District's legal council and will have a full report at the next board meeting – Tabled
- 7.3 The Board discussed the advantages and disadvantages of a name change for the District. Chief Rogers noted that it would cost over twenty thousand dollars to change the name and suggested not taking on this project at this moment. BC Dahlen noted that the logistics would be a huge undertaking as well. Chairman Ferguson noted that he just wanted the board to think about it and revisit it sometime again in the future.

8.0 ACTION ITEMS:

- 8.1 The Board reviewed SOP #1303 – Use of Fire District Owned Cell Phones and 2103 – Fire and Life Safety Inspections as recommended by the Organization and Personnel Committee. SOP #1303, the board agreed to change the language to section Procedure, 1, B to read “*Each shift Captain*” and omit all of #4. A motion was made by Ted Chase to approve the SOP’s as present and with the additional changes, seconded by Daniel Emry, passed unanimously.
- 8.2 The Board reviewed the following revised Policy and Procedures as recommended by the Organization and Personnel Committee;
- Policy #109 Retention and Destruction of Fire District Records
 - Policy #112 Definitions
 - Policy #202 Conducting Board Meetings
 - Policy #300 Budget
 - Policy #302 Expense Reimbursement
 - Policy #303 Schedule of Fees
 - Policy #304 Credit Card Policy
 - Policy #513 Harassment
 - Policy #520 Leaves of Absence
- Additional revisions were noted by the board and are as follows;
- Policy #202 – Page one, second paragraph, last sentence omit “more”
 - Policy #300 – Under Publication, second paragraph, first sentence, add “Code” after Government.
 - Policy #303 – Add “C. Copy Service – Any requested photo copies will be charged a per page rate of \$0.13.”
 - Policy #513 – Fix margins on “Quid Pro Quo” on page three
 - Policy #520 – Page two, last paragraph, absent should be “absents” for both.
- A motion was made by Daniel Emry to approve the present policies with the additional corrections, seconded by Stephen Morgan, passed unanimously.
- A motion was made by Stephen Morgan to approve the minutes from the 4/3/08 Organization and Personnel Committee meeting (Consent Calendar 4.1), seconded by Lori Chapman-Sifers, passed unanimously.
- 8.3 The Board reviewed the revised All-Risk Assistance Program Handbook as recommended by the Organization and Personnel Committee. Two additional changes were noted. First, the definition of “Quid Pro Quo” needs to be changed to read “*Something for Something*” *When an individual’s submission to or rejection of advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual or the individual’s submission to such conduct is made a term or condition of employment.*” And second, the word “where” on page four needs to be changed to “wear”. A motion was made by Ted Chase to approve the All-Risk Assistance Program Handbook as presented with the additional changes, seconded by Jack Ferguson, passed unanimously.
- 8.4 The Board reviewed the revised All-Risk Employee Contract as recommended by the Organization and Personnel Committee. The Board noted several additional changes and are as follows;

- Page two, fifth paragraph, second sentence, omit “n” between an and orientation and eighth paragraph, last sentence insert “and” between itemized and deducted.
- Page three, first paragraph, third sentence, change ware to “wear” and third paragraph under Documentation From Assignment, second sentence, need to add “Enterprise Rent-A-Car Company” to the end.
- Page four, Benefit and Hours, last sentence needs to read “*They are considered seasonal employees and may work over 1,000 hours in a year.*”

A motion was made by Stephen Morgan to approve the All-Risk Employee Contract as presented with the additional changes, seconded by Daniel Emry, passed unanimously.

- 8.5 Chief Rogers discussed Resolution 08-05 budget transfer of \$103,710.97 From Out of District Response to Employer Share Unemployment Insurance, Regular Salaries, Extra Help, Truck w/ Accessories, Professional Service & Supplies, Maintenance Equipment Vehicles, Transportation & Travel and Fire Engine w/ Accessories. He noted that the funds were received from the strike teams last fire season and the monies now needed to be put back into the appropriate accounts. A detailed explanation of each account and examples of what they were covering was provided. A motion was made by Lori Chapman-Sifers to approve Resolution 08-05 as presented, seconded by Daniel Emry, passed unanimously.
- 8.6 The Board reviewed the Captain’s eligibility list. A motion was made by Jack Ferguson to approve the Captain’s eligibility list as presented, seconded by Ted Chase, passed unanimously.
- 8.7 The Board discussed the possible purchase of a Fire District vehicle with accessories. Chief Rogers noted that this vehicle would be the designated tow vehicle for the District. A motion was made by Jack Ferguson to approve the purchase of a Fire District vehicle in the amount of \$33,931.33 and second by Daniel Emry. Jack Ferguson rescinded motion. A motion was made by Jack Ferguson to approve the purchase of a Fire District vehicle with accessories as presented, seconded by Daniel Emry, passed unanimously.

The Board further discussed the accessory quote from Valley Industrial Communications, Inc. totaling \$5,568.47 and Policy & Procedure #301 Purchasing. Chief Rogers stated that Valley Industrial is the only local vendor to provide the required accessories and service for the new district vehicle with the next nearest vendor located in Yuba City. Chief Rogers noted that we should stay local so for any future repairs it could be done local, reducing down time and fuel expense going to out-of-town vendors. A motion was made by Daniel Emry to accepted the accessory quote from Valley Industrial Communications, Inc. for \$5,568.47 as the only local vendor, per Policy & Procedure #301, section 4 – Suspension of Regulations, seconded by Ted Chase, passed unanimously.

- 8.8 The Board discussed the possibility of hosting future polling for elections. Chairman Ferguson expressed his concern regarding the \$6,192.00 invoice received from Shasta County Clerk/Registrar of Voters for the Special District Elections. This was a large unforeseen expense that the District was not prepared for nor was it budgeted. Chairmen Ferguson stated that he will collaborate with Chief Rogers and Admin

Assistant Toso to draft a letter, signed by him as Chairman of the Board, to the Elections Office asking them for justification of the charges and why we were not notified prior to the elections. No further action was taken and the Board requested this to be tabled. - TABLED

- 8.9 BC Dahlen discussed the Fire Hazard Severity Zone map and stated that as a District, we need to pass a resolution recognizing the Fire Hazard Severity Zone Map. BC Dahlen will come back to the board at a later date with further information. No action was taken.
- 8.10 The Board reviewed the seasonal firefight job announcement. A motion was made by Jack Ferguson to approve the posting of the seasonal firefighter announcement as presented and with the hire date of June 1, 2008, seconded by Stephen Morgan, passed unanimously.
- 8.11 The Board reviewed the purchase of the Ice Machine \$237.02 above the budgeted amount of \$2,500. A motion was made by Ted Chase to approve the purchase of the ice machine as presented, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.12 The Board reviewed Resolution 08-06 Budget Transfer of \$80,897.56 From F/A Equipment to Compressor/Air Trailer. A motion was made by Jack Ferguson to approve Resolution 08-06 as presented, seconded by Ted Chase, passed unanimously.
- 8.13 The Board discussed the possibility of supplemental funding for the Fire Safe Council evacuation map. Chief Rogers stated that he is trying to raise funds to produce the evacuation map which would include Mt. Gate. Total cost for producing the maps is \$1,800. Director Morgan noted that he would like the maps produced and completed prior to the City Celebration. Private businesses have raised \$600 for the fund. A motion was made by Stephen Morgan to finance the balance of the production cost for the evacuation maps for a total of \$1,200 prior to the City Celebration, seconded by Ted Chase, passed unanimously.
- 8.14 The Board reviewed the FASIS Board of Directors Election Ballot. A motion was made by Jack Ferguson to vote for the three incumbents, seconded by Stephen Morgan, passed unanimously.

9.0 NEW BUSINESS:

- 9.1 The Board briefly discussed the five year plan. Director Chapman-Sifers will now be on the Planning and Finance committee and removed from the Retirement committee and Director Chase will be removed from the Planning & Finance Committee and added to the Retirement committee. The Board will discuss further at the next Board meeting - Tabled

10.0 DIRECTORS COMMENTS: None

ADJOURNMENT

A motion for adjournment was made by Stephen Morgan, seconded by Daniel Emry, passed unanimously. Chairman Ferguson brought the meeting to a close at 9:22 pm.

Submitted by:

Sharyn Toso, District Secretary

Date

Approved by:

Jack Ferguson, Chairman

Date