



# **SHASTA LAKE FIRE PROTECTION DISTRICT**

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## **Board of Directors**

### **Meeting Minutes**

**June 14, 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 7:01 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 5/10/10 board meeting were presented for approval, accepted as presented.

4.2 The minutes of the 5/18/10 Planning and Finance committee meeting were presented for approval, accepted as presented.

4.3 The warrants for May 2010 for \$28,037.19 were presented for approval. Two additional bills were added to the warrants, one for Charter Communications for \$198.98 and the other for Verizon Wireless for \$12.11 now totaling \$28,248.28.

A motion was made by Vice Chairman Ferguson to approve 4.1, 4.2 and 4.3 as presented and corrected, seconded by Director Chase, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 Chairman Morgan read – *Today in History, Flag Day*, welcomed back Chief Rogers and congratulated Engineer Gerald Gross for being reelected as the association president.

5.2 Captain Mark Grove gave a Power Point presentation on his recent trip to Mexico for the group study exchange sponsored by District 5160 Rotary Club.

5.3 The board reviewed the Shasta LAFCO proposed 2010/2011 final budget. The district's contribution rate has increased \$801 to a total of \$2,474 for the 2010/2011 year.

**6.0 DISTRICT REPORTS:**

- 6.1 The Fire Chief's report for May 2010 was given verbally to the board by Chief Rogers. The plaque was presented to Ayla Brown at her eighth grade graduation. She received a standing ovation. The Planning & Finance committee met to discuss the five year plan and made good progress. He was out for three weeks due to a back injury.
- 6.2 The Fire Marshal's report for May 2010 was given to the board for review. The board further discussed purchasing mobile radios. The minimum of four mobile radios would need to be purchase to get us by once the state switches over. It would cost approximately \$2,500 per radio.
- 6.3 The Training Officer's report for May 2010 was given to the board for review. BC Beck was absent. Report accepted as presented.
- 6.4 The Shasta Lake Firefighter's Association minutes for June 2010 were not submitted. President Gerald Gross was present and gave a verbal report. The association helped with set-up and tear down for Relay for Life at the college, discussed fundraising ideas and the potential of selling Christmas trees this coming November, report on the miniature golf tournament and the election of officers.
- 6.5 The board reviewed the payroll report for the month of May for a grand total of \$51,293.92, accepted as presented.
- 6.6 The Shasta Lake Fire Auxiliary report was given by Admin Assistant Toso. The group is still young and developing. The June's meeting was cancelled with the next meeting being held on Wednesday July 7. Shirt orders have been placed on hold until a minimum order has been reached.

**7.0 OLD BUSINESS:**

- 7.1 The board discussed at length the 2010/2011 final budget. The RDA pass thru will be short \$17,000 but we are over in tax revenue by \$16,000. Workers comp exposure will be reduced by 6% and the County predicts a 3% reduction in tax revenues. The 2010/2011 final budget will be approved at the August board meeting.

**8.0 ACTION ITEMS:**

- 8.1 The board reviewed Resolution 10-09 a resolution of intention to continue assessments for fiscal year 2010/2011, preliminarily approving Engineer's Report, and providing for notice of hearing for the Shasta Lake Fire Protection District Fire Suppression Equipment and Apparatus Assessment.

A motion was made by Vice Chairman Ferguson to approve Resolution 10-09 as presented, seconded by Director Chase, discussion.

Former district director Gary Nicholls read a statement indicating that the current engineer's report fails to clearly identify the special benefits to the assessed properties and what has been identified is not eligible under Prop 218. He requested that the recent language changes to the report be changed back to its original state.

Admin Assist Toso polled the board for final approval of Resolution 10-09;  
Ayes: Morgan, Ferguson, Chase, Emry, Chapman-Sifers  
Noes: None  
Abstained: None  
Absent: None

Resolution 10-09 passed unanimously.

- 8.2 The board reviewed Resolution 10-11 the 2010/2011 preliminary budget. Chief Rogers stated that the preliminary budget is the 2009/2010 final budget which will get our bills paid until the final budget is approved at the August board meeting.

A motion was made by Director Chapman-Sifers to approve Resolution 10-11 as presented, seconded by Director Emry, passed unanimously.

- 8.3 The board reviewed the proposal letter from Simmons & Associates CPA to conduct the District's annual audit for the next three fiscal years. The proposed cost is;  
Year ending June 30, 2010 - \$7,000  
Year ending June 30, 2011 - \$7,500  
Year ending June 30, 2010 - \$8,000  
Totaling \$22,500.

The fees are based on time expended at an hourly rate of \$85.00 to \$120.00

A motion was made by Vice Chairman Ferguson to approve the contract presented by Simmons & Associates CPA for a total of \$22,500 to conduct the District's annual audit for the next three years, seconded by Director Chapman-Sifers, passed unanimously.

- 8.4 The board reviewed and discussed Resolution 10-12 the Shasta Lake Fire Protection District declaring noxious weeds, brush and other flammable materials a public nuisance. This nuisance is seasonal and recurrent.

A motion was made by Vice Chairman Ferguson to approve Resolution 10-12 as presented, seconded by Director Chase, discussion. A public hearing date will need to be scheduled. The board agreed to schedule the Public Hearing on July 12, 2010 at 7:30 during the regular scheduled board meeting.

Admin Assistant Toso polled the board for final approval of Resolution 10-12;  
Ayes: Morgan, Ferguson, Chase, Emry, Chapman-Sifers  
Noes: None  
Abstained: None  
Absent: None

Resolution 10-12 passed unanimously.

- 8.5 The board reviewed and discussed Resolution 10-13 budget transfer, increasing 011000 Regular Salaries \$7,700, increasing 018201 Employer Share Retirement \$2,300 and decreasing 009000 Reserve for Contingency \$10,000.

A motion was made by Director Chapman- Sifers to approve Resolution 10-13 as presented, seconded by Director Emry, passed unanimously.

- 8.6 The board reviewed and discussed the credit application for Les Schwab Tire Center. The line of credit is for the Hilltop location which is the closest location to the District.

A motion was made by Vice Chairman Ferguson to approve the Les Schwab credit application as presented, seconded by Director Emry, passed unanimously.

**9.0 NEW BUSINESS:**

- 9.1 The board discussed the ORE-CAL RC&D grant project proposal and application. Director Chapman-Sifers stated that she made contact with our local Resource Advisory Council (RAC) while she was in Sacramento for Legislative Days. RAC stated that their organization might have funding available for a new fire station. To receive funding the District would need to be either a member of ORE-CAL RC&D or be sponsored. The ORE-CAL RC&D voted to sponsor the District's application and is very excited about doing so. The board agreed to move forward with submitting the grant application.

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

**11.0 CLOSED SESSION:**

Chairman Morgan announced that the board will be entering into closed session at 8:35 pm to discuss the public employee performance review of Fire Chief Adrian Rogers pursuant to Gov't Code Section 54957.

**12.0 REPORT ON CLOSED SESSION:**

Open session reconvened at 9:03 pm. Chairman Morgan reported that the board reviewed the Fire Chief's performance for the last six months. No action was taken.

**13.0 DIRECTOR COMMENTS:**

Director Chase said that he attended the Mt. Gate recall meeting and he announced that he will donate seven t-shirts to the current members of the Shasta Lake Fire Auxiliary group.

Director Chapman-Sifers commented on the front page picture of the Bulletin stating that she's very proud of Ayla Brown, Chief Rogers, the staff and the District. She also congratulated Chief Rogers on his graduation from Shasta College.

**14.0 ADJOURNMENT:**

A motion for adjournment was made by Vice Chairman Ferguson, seconded by Director Emry, 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