



# ***SHASTA LAKE FIRE PROTECTION DISTRICT***

4126 Ashby Court

Shasta Lake, CA 96019-9215

(530) 275-7474

Fax (530) 275-6502

## **Board of Directors Meeting August 11, 2008**

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

**Absent:** Ted Chase, 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. A moment of silence for all the fallen firefighters lead by Chairman Ferguson.

**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 7/14/08 board meeting and the 7/31/08 Planning & Finance Committee meeting were presented for approval. Director Chapman-Sifers noted two typos on the 7/14/08 minutes. Under 5.2, second sentence the word *reframe* should be by *refrain* and under 10.0, second sentence the word *there* should be *their*.

4.2 The warrants for July for a total of \$28,407.13 were presented for approval. There was discussion and clarification on the Shasta County Probation Department claim.

A motion was made by Lori Chapman-Sifers to accept 4.1 as presented with noted corrections and 4.2 as presented, seconded by Stephen Morgan, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 The Board reviewed the thank you letters sent to SCI Consulting Group and The League of Women Voters.

5.2 The Board reviewed and discussed the letter from FDAC regarding the League of California Cities, California State Association of Counties and California Special District Association's joint opposition to adoption of a state budget that relies in any way of "loans" of revenues protected by Prop 1A and 42. Chairman Ferguson requested Chief Rogers and Admin Assistant Toso to draft a letter stating our support of the joint opposition of the associations addressing it to the state Governor and Assemblyman Doug LaMalfa.

## **6.0 SPOKESPERSON FOR THE DEPARTMENT**

- 6.1 Fire Chief's Report for July 2008 was given to the board for review. There was discussion over the Fire Safe Council paid position and the new utility for Chief Rogers. Chief Rogers noted that it was time for the hazard mitigation annual review, which he will discuss with the City of Shasta Lake.
- 6.2 Fire Marshal's report for July 2008 was not submitted.
- 6.3 Training Officer's report for July 2008 was given to the board for review. BC Beck noted that that the four All-Risk employees have already completed ten assignments.
- 6.4 Paid Staff Meeting for August 2008 was given to the board for review. Discussion on the closing of Shasta Lake Health & Fitness and what can be provided for staff. Chief Rogers stated that the District has provided some workout equipment and paid staff can now work out at the main station.
- 6.5 Minutes of the August 2008 Volunteer Association meeting were given to the board for review. Captain Moore reminded the board of the family picnic on Saturday September 6, 2008 at Margaret Polf Park starting at 3:00 pm.

A motion was made by Stephen Morgan to accept all district reports as presented, seconded by Daniel Emry, passed unanimously.

## **7.0 OLD BUSINESS:**

- 7.1 Discussion of the Five-Year Plan will be discussed after the Planning and Finance committee meets - Tabled
- 7.2 Discussion of a structural engineers report for the main station will be discussed at the next board meeting. - Tabled

## **8.0 ACTION ITEMS:**

- 8.1 The board reviewed the claim for W.S. Darley for \$1,899.27 for a 3000 gal snap tank. A motion was made by Stephen Morgan to approve the W.S. Darley claim for \$1,899.27, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.2 The board reviewed and discussed the CSDA Board of Directors Election 2008 ballot. The board agreed to select Phil Schoefer since he was with the Western Shasta Resource Conservation District and would provide local representation. A motion was made by Jack Ferguson to select Phil Schoefer on the CSDA Board of Directors 2008 Election Ballot, seconded by Daniel Emry, passed unanimously.
- 8.3 The board reviewed and discussed the 2008/2009 Cost of Living change. The board agreed to select item (B) Nonresidential new construction change provided by the Shasta County Assessor-Recorder at 6.08% to calculate the 2008/2009 appropriations limit. A motion was made by Daniel Emry to use item (B), 6.08% for the calculation of the 2008/2009 appropriations limit, seconded by Stephen Morgan, passed unanimously.

- 8.4 The board reviewed Resolution 08-13 the 2008/2009 Appropriations Limit. A motion was made by Lori Chapman-Sifers to accept the 2008/2009 Appropriations Limit as present, seconded by Stephen Morgan, passed unanimously.
- 8.5 The Board discussed in length Resolution 08-14 the 2008/2009 operating budget. The board recommended changing the name of 546000 HOE Exemption to H/O Exemption. Chief Rogers suggested setting some funds aside to help with the restoration project for antique Howe engine. The board agreed and adjusted the budget by increasing revenue 101000 Current Secured Tax by \$2,000 to \$464,881 and increasing expenditures 033526 Maintenance Equipment Vehicles by \$2,000 to \$10,000. A motion was made by Stephen Morgan to approve Resolution 08-14 the 2008/2009 operating budget with the noted revisions, seconded by Jack Ferguson. **Discussion** – Chief Rogers noted that under 032300 Clothing Allowance, he has set aside monies for Class A uniforms for the volunteers. A policy will be written prior to issuing any of the uniforms to qualified volunteers. Motion passed unanimously.
- 8.6 The board reviewed the 2008 biennial notice for Conflict of Interest Code and SLFPD Policy #110. The board stated that the current policy is accurate and no changes are necessary. A motion was made by Daniel Emry to accept the 2008 Local Agency Biennial notice without changes to our current policy, seconded by Stephen Morgan, passed unanimously.
- 8.7 The board discussed in length a 5% pay increase for Administrative Assistant Sharyn Toso. Chairman Ferguson recommended increasing the percentage a bit more and Director Emry suggested creating a graduated salary increase scale based on longevity, which Director Morgan agreed with as well. Director Emry also recommended increasing the percentage from 5% to 7%. A motion was made by Daniel Emry to increase Administrative Assistant Sharyn Toso's pay by 7% with the addition of the board reviewing a step schedule pay scale, seconded by Stephen Morgan, passed unanimously.
- 8.8 The board reviewed the Corning Ford claim for \$30,997.40 for the purchase of the Chief's new utility. A motion was made by Stephen Morgan to approve the Corning Ford claim as presented, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.9 The board reviewed the expenditure increase request for the Board Secretary Training workshop in Sacramento for Admin Assistant Toso. Chairman Ferguson suggested raising the maximum from \$875 to \$1,000, which the board agreed. A motion was made by Lori Chapman-Sifers to approve the expenditure increase to a maximum of \$1,000 for the Board Secretary training in Sacramento, seconded by Daniel Emry, passed unanimously.
- 8.10 The board reviewed and discussed the 2006/2007 audited financial statements. No action was taken and the board requested the 2006/2007 audited financial statements to be tabled and have a representative from the auditing firm attend the next board meeting.

## 9.0 NEW BUSINESS:

- 9.1 The board reviewed and discussed the Consultant Services Agreement from SCI Consulting Group. The board requested a new proposal to be submitted outlining a

four year agreement instead of a three year and would like Susan Barnes to attend the next board meeting so she can address any questions. - Tabled

**CLOSED SESSION**

Chairman Ferguson announced that the board will be entering into closed session at 9:02 to discuss the ongoing Union negotiations pursuant to Government Code Section 54957, the public employee performance evaluation for Fire Chief Adrian Rogers Pursuant to Government Code Section 54957 and employee performance, discipline, dismissal, or release pursuant to Government Code Section 54954.4.

Open session reconvened at 10:03. Chairman Ferguson reported that the board discussed union negotiations and no action was taken and public employee performance evaluation for Fire Chief Adrian Rogers has been tabled for next board meeting as well as the employee performance, discipline, dismissal or release.

**10.0 DIRECTORS COMMENTS:** None

**ADJOURNMENT**

A motion for adjournment was made by Stephen Morgan, seconded by Lori Chapman-Sifers, passed unanimously. Chairman Ferguson brought the meeting to a close at 10:05 pm.

Submitted by:

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

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Jack Ferguson, Chairman

\_\_\_\_\_  
Date