



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

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## **Board of Directors Meeting September 8, 2008**

**Members Present:** Jack Ferguson, Chairman  
Stephen Morgan, Vice-Chairman  
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.

**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 8/11/08 board meeting, the 8/26/08 Organization & Personnel committee meeting and the 8/27/08 Planning & Finance committee meeting were presented for approval. Accepted as presented.

4.2 The warrants for August for a total of \$43,743.67 were presented for approval. Accepted as presented.

A motion was made by Stephen Morgan to accept 4.1 and 4.2 as presented, seconded by Ted Chase, passed unanimously.

**5.0 COMMUNICATIONS:**

5.1 The Board reviewed the thank you letter from the United States Department of the Interior to the District for their assistance on the recent electrical fire at the dam.

5.2 The Board reviewed the letters to Governor Schwarzenegger & Assemblyman LaMalfa from the District regarding the District's opposition to borrowing Prop 1A and 42 Protected Revenues.

5.3 The Board reviewed the California Special Districts Association 2009 Committee & Volunteer interest form. No interest was expressed at this time by the board members.

5.4 The Board reviewed the letter from D.R. Watts Accountancy Corporation regarding bid submission to perform annual audits for the District.

- 5.5 The Board reviewed the letter from SCI Consulting regarding Total Assessment Dollar Amount. Susan Barnes from SCI Consulting was present and noted that the District should be receiving their first installment between the end of December 2008 and the beginning of January 2009.

Chairman Ferguson requested jumping down to Action Item 8.1 – Discussion and Possible Action of Consulting Services Agreement from SCI Consulting Group so Susan Barnes can make her long journey back home.

- 5.6 The Board reviewed the 16<sup>th</sup> Annual Shasta County Veterans Day Parade flyer and noted that the Shasta Lake Firefighters Association will be hosting the pancake breakfast again.

## **6.0 SPOKESPERSON FOR THE DEPARTMENT**

- 6.1 Fire Chief's Report for August 2008 was given to the board for review. Chief Rogers discussed the formation and reason for the Fire Safe Council.
- 6.2 The Fire Marshal's report for August 2008 was submitted to the board for review as well as the July 2008 report. BC Dahlen discussed annual business inspections and his plan for them and how to integrate additional inspections so we can move forward. All the commercial buildings will be divided equally between the three shifts and preplans coincide with business inspections.
- 6.3 The Training Officer's report for August 2008 was given to the board for review. Accepted as presented.
- 6.4 The Paid Staff Meeting minutes for September 2008 was given to the board for review. There was further discussion and clarification regarding the creation of female dorms.
- 6.5 The Shasta Lake Firefighter's Association minutes for September 2008 were given to the board for review. Director Morgan commented that the family picnic was great and expressed his thanks for the invite.

A motion was made by Stephen Morgan to accept 6.1 through 6.5 as presented, seconded by Lori Chapman-Sifers, passed unanimously.

## **7.0 OLD BUSINESS:**

- 7.1 The Board reviewed the RDA notice adopting ordinance CC08-193. There were no further comments.
- 7.2 Chief Rogers briefed the board on the last Planning and Finance committee meeting regarding the Five-Year Plan and suggested that they refer back to the minutes for that meeting.

## **8.0 ACTION ITEMS:**

- 8.1 The Board reviewed and discussed the Consulting Services Agreement from SCI Consulting Group. A motion was by Jack Ferguson to approve the Consulting Service

Agreement from SCI Consulting as presented for the four year term, seconded by Daniel Emry, passed unanimously.

Chairman Ferguson questioned the creation of the Advisory Group, which Susan Barnes suggested that the advisory group should be created before the physical year is over and consist of three to five citizens. The group would be looking over the inbound and outbound funds.

- 8.2 The Board reviewed and discussed the ratification of the General Teamsters Local No. 137 & Shasta Lake Fire Protection District 2008 agreement. A motion was made by Stephen Morgan to accept the 2008 agreement as presented, seconded by Daniel Emry, passed unanimously.
- 8.3 The Board reviewed and discussed the 2006/2007 Audited Financial Statements. Chairman Ferguson requested that the word "Draft" be lighter or placed in a different location on the page and to number the pages. Teri Simmons from Simmons and Associates was present and stated that Chief Rogers and Administrative Assistant Toso did a great job and were very helpful. A motion was made by Lori Chapman-Sifers to accepted the 2006/2007 financial statements as presented, seconded by Ted Chase, passed unanimously.
- 8.4 The Board discussed shaded fuel brakes between federal and district land. Chief Rogers noted that the district has two shaded fuel brakes, one on Walker Mine Rd and the other around the Toyon project. The Board directed staff to draft a letter to the Shasta-Trinity National Forest stating the District's desire to pursue shaded fuel brakes and what our chances are to accomplish it.
- 8.5 The Board discussed a bid notice for a new utility for BC 242. There was discussion on whether to price out a crew cab, extra cab or both. A motion was made by Jack Ferguson to go out to bid for a new crew and extra cab utility, second by Ted Chase, passed unanimously.
- 8.6 The Board discussed publishing a price request notice to bring the main station up to modern earthquake standards. A motion was made by Stephen Morgan to publish the price request as presented, seconded by Lori Chapman-Sifers, passed unanimously.
- 8.7 The Board reviewed and discussed the purchase of a television for staff living quarters and whether or not to purchase an extended warranty. A motion was made by Lori Chapman-Sifers to approve the purchase of a television with a three year extended warranty for the staff living quarters spending no more then \$2,000, seconded by Stephen Morgan, passed unanimously.
- 8.8 The Board reviewed revised Policy and Procedures #201 – Board of Directors Compensation/Benefits and #303 – Schedule of Fees. A motion was made by Daniel Emry to approve policy #201 and 303 as presented, seconded by Ted Chase, passed unanimously.
- 8.9 The Board reviewed the new Policy & Procedure #538 – Firefighter's Procedural Bill of Rights (FBOR). A motion was made by Stephen Morgan to approve policy #538 as presented, seconded by Daniel Emry, passed unanimously.

**9.0 NEW BUSINESS:**

- 9.1 The Board discussed hiring a new CPA to complete the trail balance for the 2007/2008 audit. The firm that completed the 2006/2007 trial balance is no longer doing that type of work. The Board agreed to post a pricing request notice for such service with a deadline date of October 8, 2008.
- 9.2 Chairman Ferguson asked the board to think about the possibility of hiring six seasonal firefighters instead of three next year and consider increasing their pay to \$10.50 per hour. He feels that the \$10.50 is justified for they are risking their lives as well fighting fire and having the three extra seasonals during fire season would be a great insurance policy. This is something for the board to consider.

**CLOSED SESSION**

Chairman Ferguson announced that the board will be entering into closed session at 8:30 pm to discuss the public employee performance evaluation for Fire Chief Adrian Rogers pursuant to Government Code Section 54957 and potential real estate acquisition pursuant to Government Code Section 54956.8.

Open session reconvened at 9:22 pm. Chairman Ferguson reported that there was no action taken only discussion on the public employee performance evaluation for the Fire Chief and the real estate property.

**DIRECTORS COMMENTS:** None

**ADJOURNMENT**

A motion for adjournment was made by Stephen Morgan, seconded by Ted Chase, passed unanimously. Chairman Ferguson brought the meeting to a close at 9:25 pm.

Submitted by:

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

\_\_\_\_\_  
Date

Approved by:

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

\_\_\_\_\_  
Date