

FOOTHILL FIRE PROTECTION DISTRICT
Regular Meeting Summary Minutes - DRAFT
Meeting Location: 3255 Helisma Road, Valley Springs, CA 95252-8390
January 11, 2012 – 7:00 p.m.

Note: The audio file for this summary can be found at: www.foothillfire.org (Navigate to: Board Meeting Information/Audio File 2012 Meetings).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. MOMENT OF SILENCE: To recognize and honor the efforts of the American Service Members and Public Safety Personnel.

3. ROLL CALL

Board Members Present: Directors Ken Glissman, Tim Runion, Chairman David Sant and Vice Chairman Ron Spradlin.

Board Members Absent: Director Jeff Palm.

Staff Present: Fire Chief Michael Siligo and Fire District Clerk Pamela Rogers

4. PUBLIC COMMENT: None was received.

(Audio: 0:01:36)

5. CLOSED SESSION; ACTION – EMPLOYEE CONTRACT FOR FIRE CHIEF AND PUBLIC EMPLOYEE PERFORMANCE EVALUATION FOR THE DISTRICT FIRE CLERK (Ralph M. Brown Act; Code 54957.1(5) and Code 54954.5 respectively).

A. Approval of Summary Minutes: November 16, 2011 Regular Meeting; Closed Session.

To better accommodate the general public in not having to wait outside in the cold weather during Closed Session, Chairman Sant stated that the Closed Session would be moved to the end of the agenda.

6. RETURN TO OPEN SESSION; REPORT OF ACTION TAKEN.

See above; this item moved to the end of the agenda.

7. CONSENT CALENDAR

- A. Approval of Summary Minutes: December 14, 2011 – Regular Meeting
- B. Transmittal: Payroll \$3,219.14 (Batch OH119072)/Treasury Adjustment \$744.88 (EFT No. 270176450699129).
- C. Transmittal: Accounts Payable \$6,961.30 (Batch OH119103).
- E. FFPD Monthly Account Summary/County Financial Reports
- F. Fire Chief's Report

Motion: Glissman/Spradlin to approve Consent Calendar Items 7A-7F as presented.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

For the Record: The Consent Calendar for this meeting was numbered incorrectly; there was no Item 7D included in the Consent Calendar.

8. FINANCE BUSINESS

A. Budget Adjustment

(Audio: 0:03:11)

Motion: Glissman/Runion to approve the Special District Budget Adjustment dated 29-Dec-11 in the amount of \$1,002.00.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

Chairman Sant recognized the presence of the Jenny Lind Fire Protection District (JLFPD), Board of Directors President, Bruce Brown.

B. Supplemental Transmittal/s

(Audio: 0:05:14)

Motion: Glissman/Runion to approve Supp. Cal-Card Transmittal OH119221 dated 01/10/2012 in the amount of \$1,461.54.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

Motion: Glissman/Runion to approve Supp. Accts. Payable Transmittal OH119204 dated 01/10/2012 in the amount of \$4,997.78.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

9. COMMITTEE REPORTS – Finance/Personnel – None ***(Audio: 0:08:45)***

A. Joint Powers Authority Committee (Chairman Sant)

Chairman Sant noted that a meeting had not been held since the meeting of November 30, 2011 and added that another meeting would be scheduled before the end of January, 2012.

10. CORRESPONDENCE

(Audio: 0:9:07)

Chairman Sant referred to correspondence dated December 20, 2011 directed to the Internal Revenue Service (IRS) and in response to his inquiry the District Fire Clerk provided background information regarding the respective matter of a duplicate payment made to the (IRS) in the amount of \$861.35.

Chairman Sant also noted a letter dated December 21, 2011 to the California Department of Industrial Relations providing notification that the FFPD was withdrawing insurance participation from FASIS (Fire Agencies Self Insurance System).

11. UNFINISHED BUSINESS

(Audio: 0:10:31)

A. FFPD Fire Code Ordinance – Status Report (Chairman Sant)

Nothing new to report; the document “mark-ups” made by County Counsel were pending review/comment by the office of McMurchie Law.

B. SB90 Claim (\$9,017.00); Open Meetings Act/Brown Act Reform – Status Report (Chairman Sant)

Chairman Sant stated that there was nothing new to report on this item. With consideration to Director Runion, new to the FFPD Board of Directors, Chairman Sant provided background information specific to this agenda item.

C. Secured Property Tax Audit 2010-2011 – Status Report (Chairman Sant)

Chairman Sant reported that in response to a follow-up inquiry made by the District Fire Clerk to the County of Calaveras, there was no new information to report and the subject audit to be performed by the State Controller’s office remains uncompleted.

D. Status of E. 141 (Fire Trucks Plus) – Status Report (Chairman Sant)

Chairman Sant reported that in a recent conversation with Mr. Bautista of Fire Trucks Plus he had been informed that a “letter of intent” and a deposit had been secured with a purchase price of \$15,000.00.

E. Station 1 Modification to Provide Sleeping Quarters – Status Report (Fire Chief Siligo)

Fire Chief Siligo reported that plans for the modification would be submitted to the County of Calaveras Building Department next week and that work would begin following necessary review/approval of these plans. He added that the services of a plumber would be required.

12. NEW BUSINESS

(Audio: 0:20:00)

- A. Request for Proposals; Chief Fire Officer Services – Discussion/Action
(Chairman Sant)

Chairman Sant reported that a Request for Proposal had been published and one bid had been received from the Jenny Lind Fire Protection District (JLFPD). Chairman Sant stated that he and Fire Chief Siligo would schedule a meeting with representatives from JLFPD to draft an actual contract for consideration by the FFPD Board of Directors at the February 8, 2012 meeting.

(Audio: 0:21:05)

- B. AB 1234 Ethics Compliance Training – Discussion/Action (Chairman Sant)

Chairman Sant noted that training was offered by CSDA (California Special Districts Association) free of charge. District Fire Clerk Rogers confirmed that training certification was needed for Director Palm and that Chairman Sant would not need recertification until August, 2012 (current certification is dated 08/16/2010).

(Audio: 0:22:57)

- C. Station 2 Problems/Relationship with VSPUD – Discussion/Action (Fire Chief Siligo)

Fire Chief Siligo provided information regarding the recent water pipe leak at Station 2, he described the work effort performed by the FFPD at a cost of approximately \$800.00 and voiced displeasure with the “landlord” responsibility/participation of the VSPUD (Valley Springs Public Utility District) under the respective lease.

Chairman Sant responded to inquiry from Ms. Nancy Pizarz, resident of Valley Springs, regarding signatures reflected on the subject lease and stated that he would review the lease agreement to determine if the FFPD had any recourse.

(Audio: 0:31:37)

13. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS

Director Runion stated he was looking forward to working with the FFPD Board of Directors.

(Audio: 0:32:26)

5. CLOSED SESSION; ACTION – EMPLOYEE CONTRACT FOR FIRE CHIEF AND PUBLIC EMPLOYEE PERFORMANCE EVALUATION FOR THE DISTRICT FIRE CLERK (Ralph M. Brown Act; Code 54957.1(5) and Code 54954.5 respectively).

- A. Approval of Summary Minutes: November 16, 2011 Regular Meeting; Closed Session.

Motion: Spradlin/Runion to move to Closed Session

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

(Audio: 01-11-12A 0:00:39)

6. RETURN TO OPEN SESSION; REPORT OF ACTION TAKEN

(7:47 p.m.)

Chairman Sant reported that while in Closed Session the FFPD Board of Directors agreed to continue the Employment Agreement with Fire Chief Siligo (due to expire on February 1, 2012) on a month-to-month basis thru the end of April, 2012 and to provide a salary increase of \$250.00 per month due to the increased administrative responsibility required of Fire Chief Siligo.

Motion: Glissman/Runion to extend the services of Fire Chief Siligo thru April, 2012 and to include a salary increase of \$250.00 per month.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

Chairman Sant also reported that while in Closed Session the performance evaluation for District Clerk Rogers was reviewed/discussed. He noted that District Clerk Rogers has been employed with the FFPD since April, 2009 and that the FFPD Board of Directors agreed to increase the hourly wage for the District Clerk by \$1.00 per hour.

Motion: Sant/Glissman to accept the District Clerk Evaluation as presented in Closed Session and to approve a \$1.00 per hour merit increase to the wage for the District Fire Clerk.

Ayes: Glissman/Runion/Sant/Spradlin

Absent: Palm

14. ADJOURNMENT TO: February 8, 2012 Regular Meeting – Station 1, Burson.

Motion: Glissman/Runion to adjourn at approximately 7:51 p.m.

Approved By:

Submitted By:

David Sant, Chairman

Pamela R. Rogers, District Fire Clerk

Attachments:

1. Transmittal; Payroll Batch OH119072 dated 12/28/2011 in the amount of \$2,474.26 and Treasury Adjustment dated 12/31/2011 (Corrected) in the amount of \$744.88 (Agenda Item 7B).
2. Transmittal; Accts. Payable Batch OH 119103 dated 01/02/2012 in the amount of \$6,961.30 (Agenda Item 7C)
3. FFPD Monthly Account Summary Updated 12-28-2011 and County of Calaveras Balance Sheet Accounts and Budget/Actuals by Budget Class Reports as of 11/30/2011 (Agenda Item 7E).
4. Fire Chief's Report dated January 11, 2011 (Agenda Item 7F).
5. Special District Budget Adjustment dated 29-Dec-11 in the amount of \$1,002.00 (Agenda Item 8A).
6. Supplemental Transmittal; Cal-Card Batch OH119221 dated 01/10/2012 in the amount of \$1,461.54 (Agenda Item 8B).
7. Supplemental Transmittal; Accts. Payable OH119204 dated 01/10/2012 in the amount of \$4,997.78 (Agenda Item 8B)

Correspondence (Agenda Item 10.):

1. Letter dated December 29, 2011 to the Internal Revenue Service regarding a duplicate payroll payment in the amount of \$861.35.
2. Letter dated December 21, 2011 to the California Department of Industrial Relations regarding Notice of FASIS Withdrawal.