

FOOTHILL FIRE PROTECTION DISTRICT
Regular Meeting Summary Minutes
Meeting Location: 3255 Helisma Road, Valley Springs, CA 95252-8390
December 14, 2011 – 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 2011 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, Jeff Palm, Chairman David Sant and Vice Chairman Ron Spradlin.

Board Members Absent: Director Tim Runion.

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

4. DIRECTOR OATH OF OFFICE

Chairman Sant noted that Tim Runion had already signed his Oath of Office and would be sworn in absentia along with Ken Glissman and Jeff Palm (both present). Chairman Sant proceeded to administer the Oath of Office and the same document was signed by Ken Glissman and Jeff Palm respectively.

5. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE BOARD (Policy 2030.10).

Chairman Sant officially relieved himself and Vice Chairman Spradlin of Chairman and Vice Chairman duties, stating he would accept nominations for both vacant positions.

Motion: Glissman/Palm to nominate David Sant as Chairman and Ron Spradlin as Vice Chairman.

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

6. PUBLIC COMMENT: None was received.

7. CONSENT CALENDAR

A. Approval of Summary Minutes: November 16, 2011 – Regular Meeting

B. Transmittal: Payroll \$3,775.72 (Batch OH118748)/Treasury Adjustment \$806.20 (No. 12000211TA).

C. Transmittal: Accounts Payable \$8,638.57 (Batch OH118768).

D. Transmittal: CalCard \$254.52 (Batch OH118831).

E. FFPD Monthly Account Summary/County Financial Reports

F. Fire Chief's Report

Fire Chief Siligo requested that Agenda Item 7F be pulled from the Consent Calendar.

Motion: Glissman/Palm to approve Consent Calendar Items 7A-7E as presented.

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

(Audio: 0:6:27)

Addressing Agenda Item 7F (Fire Chief's Report), Fire Chief Siligo stated that as of December 14, 2011 the Foothill Fire Protection District (FFPD) had responded to 721 calls year to date which is, to his knowledge, the busiest the FFPD had ever been. Fire Chief Siligo proceeded to review the Fire Chief's Report and provided update information with regards to the installation of a shower at the Burson Station. He noted that the installation would need to meet ADA requirements and addressed the work effort and increased cost associated with this compliance.

Following general discussion the FFPD Board directed Fire Chief Siligo to proceed with obtaining, for FFPD Board review, a "couple" of bids for installation of an ADA compliant shower at the Burson Station.

Fire Chief Siligo informed the FFPD Board of a "Holiday Dinner" being sponsored by the Jenny Lind Fire Auxiliary on December 30, 2011 and noted that the FFPD was invited to participate. He also stated that a joint FFPD and Jenny Lind Fire Department (JLFD) recognition dinner was scheduled for January 28, 2012. Director Palm extended his appreciation to the JLFD and voiced his support of a dinner including both districts.

Motion: Spradlin/Palm to approve the Fire Chief's Report dated December 2011 as presented.

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

8. FINANCE BUSINESS

A. Budget Adjustment

(Audio: 0:16:02)

Chairman Sant explained the purpose of the Special District Budget Adjustment dated 5-Dec-11 in the amount of \$22,690.41 relative to Cal-Fire Strike Team reimbursement and payment of the year end firefighter fee for response.

Motion: Spradlin/Glissman to approve the Special District Budget Adjustment dated 5-Dec-11 in the amount of \$22,690.41.

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

B. Supplemental Transmittal/s

(Audio: 0:17:59)

Chairman Sant noted that the subject supplemental included disbursement to volunteer firefighters for reimbursement of year end FFPD Points/Mileage and Cal-Fire pass-thru.

Motion: Glissman/Palm to approve the Supplemental Transmittal dated 12/13/2011 in the amount of \$14,105.64 (Batch OH118921).

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

9. COMMITTEE REPORTS – Finance/Personnel – None

A. Joint Powers Authority Committee (Chairman Sant)

(Audio: 0:19:53)

Chairman Sant provided a brief activity report of the November 30, 2011 JPA Committee meeting (second meeting) held at JLFD and attended by Vice Chairman Spradlin, Fire Chief Siligo and himself. He stated that the meeting was productive and that the JPA Committee continues to move forward.

10. CORRESPONDENCE

(Audio: 0:22:35)

Chairman Sant reviewed three items of correspondence.

For the Record: Correspondence is listed at the end of this document under "Attachments".

11. UNFINISHED BUSINESS

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

Chairman Sant reported that FFPD had received the first assessment of the Ordinance from County Counsel with comments and that this same information had been directed to McMurchie Law. He stated that authority from FFPD had been extended to both McMurchie Law and County Counsel authorizing direct communication between these two entities pertaining to this matter.

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

(Audio: 0:26:23)

Chairman Sant had directed a written query to the State of California inquiring as to the status of this claim. The State of California acknowledged the subject claim and noted that with the respective budget yet to be finalized or appropriated, no new information could be provided.

(Audio: 0:27:18)

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

Chairman Sant stated there was nothing new to report on this item adding that he would again follow-up with the County of Calaveras after the first of 2012.

D. Resolution No. 2011-05; Authorizing the Calaveras Auditor-Controller to Charge for Accounting Services – Discussion/Action (Chairman Sant)

Fire Chief Siligo stated that Fire Chief Olson had attended the Fire Chief's Association meeting held earlier in the day and reported that the Auditor-Controller had withdrawn the matter of charging the special districts for accounting services. Fire Chief Siligo noted that per the District Fire Clerk the Auditor-Controller's Office has employed a part-time person to perform the duties required by the Special Districts.

Chairman Sant requested that going forward this item should be removed from the FFPD agenda.

(Audio: 0:29:13)

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

Chairman Sant stated that he had been advised by Fire Trucks Plus that they had received a letter of intent to purchase with regard to FFPD E. 141.

(Audio: 0:30:01)

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

Chairman Sant noted that this matter had been previously addressed under the Fire Chief's Report.

12. NEW BUSINESS

(Audio: 0:30:06)

A. Contract for Administrative Services – Discussion/Action (Chairman Sant)

Chairman Sant provided background information and following general FFPD Board discussion the consensus was to move forward with a contract for Chief Fire Officer Services. Although it was expected that the JLFD would present a contract proposal at this same meeting, Chairman Sant stated that in a recent conversation with County Counsel he was advised that any service contract exceeding \$25,000 would be applicable to the standard bid process.

General discussion ensued pertaining to the bid process and the FFPD Board listed specifications to be included in the actual bid. It was agreed that bid review and selection would be completed at the regular meeting scheduled for January 11, 2012.

Motion: Glissman/Palm to authorize Chairman Sant and Fire Chief Siligo to move forward in preparing and processing a formal Request for Proposal for Chief Fire Officer Services.

Ayes: Glissman/Palm/Sant/Spradlin

Absent: Runion

13. BOARD OF DIRECTOR AND FIRE CHIEF COMMENTS (Audio: 1:00:42)

- Director Glissman extended an "absentia" welcome to new Director Runion.
- Director Palm extended gratitude to the FFPD Board of Directors for moving forward.
- Chairman Sant stated that at the regular meeting scheduled for January 11, 2012 a closed session would be required to address the matter of a counter proposal for month-to-month services from Fire Chief Siligo and the employee evaluation of the District Fire Clerk

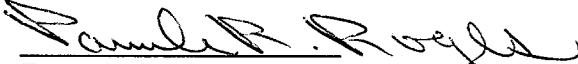
14. ADJOURNMENT TO: January 11, 2012 Regular Meeting – Station 1, Burson.

Motion: Spradlin/Palm to adjourn at approximately 8:04 p.m.

Approved By:

Submitted By:

David Sant, Chairman


Pamela R. Rogers, District Fire Clerk

Attachments:

1. Transmittal; Payroll Batch OH118748 dated 11/30/2011 in the amount of \$3,775.72 and Treasury Adjustment dated 12-01-2011 in the amount of \$806.20 (Agenda Item 7B).
2. Transmittal; Accts. Payable Batch OH118768 dated 12/01/2011 in the amount of \$8,638.57 (Agenda Item 7C).
3. FFPD Monthly Account Summary Updated 12-07-11 and County of Calaveras Balance Sheet Accounts and Budget/Actuals by Budget Class Reports as of 10/31/2011 (Agenda Item 7E).
4. Fire Chief's Report dated December 2011 (Agenda Item 7F).
5. Special District Budget Adjustment dated 5-Dec-11 in the amount of \$22,690.41 (Agenda Item 8A).
6. Supplemental Transmittal; Accts. Payable Batch OH118921 dated 12/13/2011 in the amount of \$14,105.64 (Agenda Item 8B).

Correspondence (Agenda Item 10.):

1. Letter of condolence dated November 30, 2011 to Ebbetts Pass Fire Protection District.
2. Letter dated December 12, 2011 to The Hartford re ISO rating.
3. Letter dated December 5, 2011 from McMurchie Law regarding an increase in legal fees.