

**FOOTHILL FIRE PROTECTION DISTRICT
REGULAR MEETING MINUTES
January 14, 2009**

Meeting called to order by Chairman, Gary West at 7:00 p.m.

1. Pledge of Allegiance

2. Roll Call

Directors Present: Ed Anderson, Ken Glissman, Jeff Palm, Ron Spradlin and Gary West.

Directors Absent: None

Officers Present: Chief Mike Siligo and Secretary Linda West

Officers Absent: None.

3. Public Comments

Gary Caldwell, Valley Springs, questioned if the Board was giving any testimony regarding access and drive-way issues before the Board of Supervisors. Chairman West stated that an ordinance had already been adopted by the BOS regarding drive-way access. Director Anderson stated he and the Fire Chief had met regarding slopes and was unsure what other input the District could give. Caldwell also expressed concern of the County's lack of enforcement possibility. Director Anderson stated that there was to be some grandfathering and steps have been taken to alleviate problems in the future. The Chief added that the County is dealing with the island property access.

4. Approval of Minutes – December 10, 2008 regular meeting

Motion passed to approve the regular meeting minutes of December 10, 2008 as presented.

(Anderson/Glissman – Approved 5 – 0

5. Finance Report

Bill Transmittal dated 01/14/09 in the amount of \$8,715.45 and Bill Transmittal dated 01/14/09 in the amount of \$165.00 were presented for review. (Attached) Copies of the Transmittals were available for public review. The following comments were made.

- Page 2: \$30.00 payable to Mike Siligo was reimbursement for a small claims filing fee as required legal action seeking the return of firefighter gear from a terminated fire fighter.
- Page 1: \$337.50 payable to Capital One for the toy drive banner, which will be reused.

Motion passed to approve for payment the Bill Transmittal dated 01/14/09 in the amount of \$8,715.45.

(Anderson/Glissman – Approved 5 – 0)

The second transmittal covering bookkeeping and secretarial services and office supplies and postage reimbursement were presented.

Motion passed to approve for payment the Bill Transmittal dated 01/14/09 in the amount of \$165.00 as presented covering Karyn Larson's bookkeeping services and \$538.70 as presented covering Linda West secretarial services and postage/office supply reimbursement.

(Anderson/Palm – Approved 4 – 0 Abstain – West)

5a. Budget Transfer

None required at this time.

6. Correspondence

LAFCO notice received regarding Jenny Lind Fire Protection District's annexation hearing of the Hogan Dam/Milton area. The Chairman will attend the hearing on 01/26/09 at 6 p.m. (Cal-Works Bldg.)

7. Fire Chief's Report

Fire Chief Mike Siligo distributed his report to the Directors. (Attached)

- Calls totaled 48 for December, YTD of 663 versus 608 for all of 2007, up about 14%.
- The Chief stated that personnel totals 24 with one resignation. A current applicant is going through the process, but a policy change now requires a 6-month probationary period before an accepted firefighter receives all the necessary equipment.
- Class B drivers total 11; roughly 50%.
- The firefighter, who had applied for the open Alameda chief's job, unfortunately did not get that position.
- Two firefighters are starting the training academy and three additional firefighters are doing similar training at the Station.
- The online training grant allows for 12-15 correspondence assignments to be taken followed by an exam, and upon its successful completion, resulting in the award of a certificate. This would be at no cost to the District.
- E144, type 1, is in reserve while looking for a buyer. While the market is untested, the a sale price of at least \$5,000 is expected, which is a lower pricing due to its open cab configuration.
- The Bronco was sold for \$1,500.00.

- There was a recent newspaper article regarding the Veteran's Association donation of the trash water pump. This pump will be shared with JLFPD; however, it will be carried on our ladder truck.
- The plaque will be mounted on the side of the building near the entrance door.
- Weed spraying has been done at the two stations.
- Quotes were obtained for the FEMA grant purchase with L.N. Curtis being selected; District's portion is \$1,520.00 with delivery expected in February. These turnouts are black in color, include knee and elbow pads and on the upper back will have the labeling of "Foothill" and the firefighter's name. This labeling will be attached with Velcro allowing for easy name changes when required .
- The Cal-Fire 50/50 for \$14,200 (\$7,100 for the District's share) bid were received for structure hose (3 & 2.5"), foam and EMS supplies.
- Annual report presented to the Board and available to the public for \$15.00 to cover copying costs.

Comments to the report follows:

- Director Anderson thought the annual report looked good and Director Palm noted the inclusion of pictures.
- Director Anderson quested that E144 was authorized for sale expressing concern about public property being declared surplus and using the appropriate channels to be compliant for its disposition. The Chief inquired that if there was a legal process, the District should make inquiry. Director Anderson volunteered to check with the County for guidelines. Chairman West will also check our policies and, if need be, seek further clarification from County Counsel. Director Palm expressed his desire that the County's response be in written form.

8. Posting for Fire District Clerk

Chairman West stated that the title "clerk" would be a better-suited title for this position and suggested the use of bulletin boards for ad postings also. Director Anderson expressed concern that this new hire have other skills other than "secretarial," including handling of the bill transmittal process, payroll and bookkeeping should be required. He acknowledged that this person would eliminate the positions of our current bookkeeper (Karyn Larson), payroll clerk (Jill Jenkins) and the board secretary (Linda West) but it will cost the District more money. He further acknowledged that the Fire Chief needed skilled clerical help.

There was discussion as to the definition of part-time with various combinations of days, hours per day discussed. It was decided that as this hiring process progresses the schedule would be worked out. Concern was expressed about inclusion of the plan check process and how that would impact the clerical person's time and responsibility. Since the District is still organizing this process with the Public Workshop slated for 01/30/09, the state of the economy and an unpredictable future, it was acknowledged that adjustments to time, days, pay etc. would be expected to require flexibility. Director Palm suggested that time allocated to plan checks be

established on certain days/hours, which would then free up the clerk's remaining time with what would become routine District business.

The Fire Chief recommended carrying over to February noting that \$14.00 per hour seems to be the average wage. It was noted that between the hiring process and the decision of hourly wage, that both the Personnel and Finance Committees should be involved. Director Anderson's quick calculation of current costs versus projected new hire costs would be about \$10,000 more annually. He stated he was uncomfortable increase the District's requirements on funding when we do not know what is going to happen related to our finances in relation to maintaining our level of service. He also inquired as to the use of a computer and additional office expenditures. Director Glissman suggested that the Chief review the suggested changes for the posting. He also suggested that the requirements to be further defined. The Fire chief suggested 75 hours a month at the \$12-15.00 range equating to \$750-\$1,125 month.

Gary Caldwell inquired as to the posting and suggested days of the week that allow the part-timer flexibility with a longer weekend as opposed to a five-day a week schedule. Director Glissman said it would be advertised in the local papers. Director Anderson stated that in light of the economy and fewer jobs, we should initially test the market at the \$10-\$14.00/hour range based on qualifications.

**Motion passed to place an ad for a District Clerk for approximately 75 hours a month at \$10-14.00/per hour based on qualifications.
(Glissman/Spradlin – Approved 5 – 0)**

9. Letter for Stimulus Funds

Gary Caldwell made mention that stimulus funds maybe available, but the District would need to make application. He strongly suggests application be made looking for something that will generate some jobs or provide some business of benefit to public entities. Caldwell is affiliated with the professional engineering association and that group has identified several "shovel ready" projects that may get funding. He further suggested that the Fire Districts Association apply or CDF and the districts apply as a group. For impact, this letter was suggested to be carried to the President through our local congressman. Gary Caldwell agreed to assist should such a letter be approved for composure.

**Motion passed to compose a letter for application of the possible Government stimulus funds.
(Palm/Glissman – Approved 5 – 0)**

10. Director Comments

Director Anderson said he had called VSPUD on December 29, 2008 to see when they were able to meet with the District. Their director, Connie Gleason, was awaiting some papers from the County and then would setup a meeting with the District. In a related matter, he expressed his concern about a recent news article about school board property in Mt. Ranch, one public agency, gifting to the parks and recreation, another public agency.

Chairman West stated that the Enterprise will carry the legal notice of the Public Work Shop scheduled for Saturday, January 30, 2009 from 1 to 3 p.m. regarding the development fee program. Consultant Jan Lopez will be present.

11. Adjournment.

Meeting adjourned at approximately 8:25 p.m.

Approved by,

Submitted by,

Gary West
Chairman

Linda West
Secretary

Attachments

1. Bill Transmittal dated 01/14/09
2. Bill Transmittal dated 01/14/09 for Karyn Larson & Linda West
3. County's General Ledger Summary as of 12/31/08
4. Fire Chief's Reports dated 01/14/09 with addendums
5. 2008 Annual Report – By Fire Chief Mike Siligo
6. Proposed ad for Fire District Clerk