

**DRAFT**  
**SHASTA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING**  
**Regular Session**  
**Wednesday, February 28, 2018**  
**6:00 PM**  
**Place: 10707 French Alley, Shasta, CA 96087**  
**MINUTES**

**Board Members Present:** President Jan Hanks, Vice President Dave Cross, Director Karen Preisser and Director Theresa May.

**Staff Members Present:** General Manager (GM) Chris Koeper, Fire Chief Mark Todd, Battalion Chief Mark Pereira and Anita Weeks.

**Public Present:** Some members of the community.

President Hanks called the meeting to order at 6:00 pm.

1. **PLEDGE OF ALLEGIANCE** was led by GM Chris Koeper.

2. **PUBLIC COMMENT:**

This time is set aside for members of the public to address the District on matters not on the agenda and matters on the Consent Calendar. If your comments concern an item noted on the regular agenda, please address the Board after that item is open for public comments. By law, the Board of Directors cannot make decisions on matters not on the agenda. The Board will customarily refer these matters to the General Managers Office. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the District.

None.

3. **CONSENT CALENDAR:**

Matters listed under the Consent Calendar, are considered by the Board to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless good cause is shown prior to the time the Board votes on the motion to adopt.

4. **Approval of Minutes January 17, 2018.**

5. **Financial Reports for Month Ending January 31, 2018.**

5-1. **Shasta CSD Financial Report**

5-2. **Shasta CSD Bills Presented for Payment**

5-3. **Shasta CSD Budget VS Actual**

5-4. **Shasta Fire Dept. Financial Report**

5-5. **Shasta Fire Dept. Bills Presented for Payment**

5-6. **Shasta Fire Dept. Budget VS Actual**

**RECOMMENDATION:** Approval and adoption of all items on the Consent Calendar. VP Cross made a motion to approve the minutes and financial reports as presented. Director Preisser second. Hanks – yes, Cross – yes, May – yes, Preisser – Yes, Motion passes unanimously.

*Shasta Community Services District  
Board Meeting Minutes  
February 28, 2018*

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**MAR 12 2018**  
CLERK OF THE BOARD

6. **CORRESPONDENCE:** Letter dated 1/23/18 to Mr. Thomas Taylor informing him of the Board's ruling regarding his Swasey property.

7. **GENERAL BUSINESS:**

**7-1. Fire Chief's Report**

GM Koeper read the report and a copy is filed with the office Board Packet. Chief Todd was asked about the remodel of the firehouse to accommodate and encourage volunteers. He said that work had been done on the remodel. Mark was also asked if he had pulled permits or if he thought it was required. He replied that he had not pulled permits but that it probably was a requirement.

**7-2. Manager's Report**

GM Koeper read his report and a copy is filed with the office Board Packet.

8. **OLD BUSINESS:**

**8-1. Approve Resolution #01-18 deeming Board Members and Volunteers Employees of the District for the purpose of providing Workers Comp Insurance Coverage** The matter was tabled until next month and Anita was asked to find out if this is optional and how much it will cost. No action taken.

**8-2. Consolidate the SFD Fire Chief and Battalion Chief positions into one position.** President Hanks Wanted to discuss personnel matters between GM Koeper and Chief Todd but Board and Community Members said that we could not discuss those matters. A decision was made to form a committee comprised of Koeper, VP Cross and Director Preisser to look into the matter further and report back to the Board. No action taken.

9. **NEW BUSINESS:**

**9-1. Appoint a new Board member from interested candidates to fill the vacancy or approve continuing as a four-person Board (County may appoint).** There were two candidates; Debbie Shiffer and Shawna Staup. It was stated that if appointed, Ms. Shiffer would have to recuse herself from any Shasta Fire Department matters for a time since she is a former employee of the Department. A motion was made by Director May to appoint Shawna Staup. VP Cross second. Hanks – no, Cross –yes, Pressier – yes, May – yes. Motion passed.

**9-2. June 2017 Financial Audit.** GM Koeper presented the June 2017 Financial Audit. No action taken.

**9-3. Discuss the possibility of Fire Department possibly not reporting to the GM any longer and Reporting directly to the Board.** No action taken.

**ORAL COMMUNICATIONS:**

10. **Board Members:** President Hanks noted that there wasn't a job description for the fire department positions in the New Directors Introduction Binders. We will add them. The grievance policy will be reviewed at next months meeting.

11. **Staff Members:** None

12. **ADJOURN** at 7:39 pm.

Respectfully Submitted,

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Anita Weeks – Secretary to the Board

Jan Hanks – Board President

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