

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
October 5, 2010**

APPROVED BY DIRECTORS:
Approved 11/10/10

MEETING PLACE: EAGLE LAKE COMMUNITY CENTER, SPALDING.
BOARD MEMBERS/STAFF PRESENT: JOHN MONTICELLI CHAIRPERSON,
BILL KELLER, LARRY DOSS, TRINA MARQUIS, RANDALL AUBREY **ABSENT:**
ALSO PRESENT CHRIS GALLAGHER, SEC/GENERAL MANAGER.

MEETING CALLED TO ORDER AT 2:00 PM by John Monticelli
PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

- a. **Approval of 10/05/10 Bills (Payment of operating bills for the District which are approved expenditures in current budgets.)**
- b. **Approval of Minutes, Reg. Mtg. 09/02/10.**

Salaries: NET		Admin-222	Fire-225	Sewer-227	Rec-231
Chris: payperiod 9/16-9/30/10	\$ 787.28	\$ 787.28			\$ 787.28
Linda: payperiod 9/16-9/30/10	\$ 551.87	\$ 551.87			\$ 551.87
Virginia: payperiod 9/16-9/30/10	\$ 373.13	\$ 373.13			\$ 373.13
Ray: payperiod 9/16-9/30/10	\$ 305.15			\$ 1,305.15	\$ 1,305.15
Bubba: payperiod 9/16-9/30/10	\$ 277.41				\$ 277.41 \$ 277.41
Line Items:	Bill Total	Admin-222	Fire-225	Sewer-227	Rec-231
Blue Shield of CA - Vision-2 mo	\$ 130.80	\$ 130.80			\$ 130.80
<i>- paid mid-month not 1st of mo</i>					
Blue Shield of CA	\$ 1,105.85	\$ 1,105.85			\$ 2,113.25
employee paid for dependents	\$ 1,007.40	\$ 1,007.40			
Michael Crawford	\$ 400.00			\$ 400.00	\$ 400.00
Dept of Fish & Game	\$ 168.00				\$ 168.00 \$ 168.00
J.D. Leroy - Eagle Lake Constr	\$ 250.00				\$ 250.00 \$ 250.00
Forest Office Equipment	\$ 65.43	\$ 55.43	\$ 10.00		\$ 65.43
Frontier - ponds	\$ 357.56	\$ 357.56			\$ 357.56
Gallagher, Chris [Sept mileage]	\$ 100.00	\$ 100.00			\$ 100.00
Grainger	\$ 266.51	\$ 88.84		\$ 88.84	\$ 88.83 \$ 266.51
TRANSFERS:					\$ -
USDA FUNDS					\$ -
mid-month bills paid	\$ 3,851.55	\$ 2,845.88	\$ 10.00	\$ 488.84	\$ 506.83 \$ 3,851.55

Salaries: NET Admin-222 Fire-225 Sewer-227 Rec-231

Chris: payperiod 10/1-10/15/10	\$ 914.10	\$ 914.10				\$ 914.10
Linda: payperiod 10/1-10/15/10	\$ 735.84	\$ 735.84				\$ 735.84
Virginia: payperiod 10/1-10/15/10	\$ 453.96	\$ 453.96				\$ 453.96
Ray: payperiod 10/1-10/15/10	\$ 1,327.63			\$ 1,327.63		\$ 1,327.63
Bubba: payperiod 10/1-10/15/10	\$ 262.80				\$ 262.80	\$ 262.80
Line Items:	Bill Total	Admin-222	Fire-225	Sewer-227	Rec-231	
Eagle Lake RV Park	\$ 125.00			\$ 125.00		\$ 125.00
Ed Staub - Fuel	\$ 300.18		\$ 300.18			\$ 300.18
Ed Staub - Propane*	\$ 34.74	\$ 34.74				\$ 34.74
Frontier	\$ 394.32	\$ 394.32				\$ 394.32
LMUD	\$ 739.58	\$ 739.58				\$ 739.58
Marlin Leasing	\$ 187.38		\$ 28.11	\$ 131.17	\$ 28.10	\$ 187.38
Poster Compliance Center	\$ 75.38	\$ 75.38				\$ 75.38
U.S. Bank	\$ 2,789.90	\$ 757.43		\$ 2,032.47		\$ 2,789.90
U.S. Cellular	\$ 91.42	\$ 91.42				\$ 91.42
Waste Management	\$ 209.46	\$ 209.46				\$ 209.46
Willdan Financial Services*	\$ 766.26			\$ 766.26		\$ 766.26
TRANSFERS:						\$
Cleanup from 9/6/10 breakfast		(\$ 136.54)	\$ 136.54			\$
USDA FUNDS						
Eagle Lake RV Park	\$ 125.00			\$ 125.00		\$ 125.00
J.W. Wood	\$ 132.60			\$ 132.60		\$ 132.60
Quick Space	\$ 215.45			\$ 215.45		\$ 215.45
ALLOCATION FOR AUGUST	\$ -	(\$7,054.75)	\$1,061.14	\$ 4,976.38	\$1,017.23	\$ -
Scheduled Payroll Taxes - thru Sept 2010 payroll		Admin-222	Fire-225	Sewer-227	Rec-231	
IRS Payroll Taxes-September	\$ 1,599.38	\$ 851.10		\$ 652.50	\$ 95.78	\$ 1,599.38
IRS - FUTA		WE ARE EXEMPT FROM THIS				\$ -
EDD Payroll Taxes-September	\$ 238.22	\$ 85.21		\$ 146.12	\$ 6.89	\$ 238.22
EDD-UI/ETT 3rd Qrt	\$ 149.13	\$ 76.54			\$ 72.59	\$ 149.13
District Benefits Totals	\$ 1,986.73	1,012.85	0.00	\$ 798.62	\$ 175.26	\$ 1,986.73
Salaries	\$ 6,989.17	3,816.18	0.00	\$ 2,632.78	\$ 540.21	\$ 6,989.17
Line Items	\$10,038.22	(\$2,043.08)	\$1,535.97	\$ 8,993.17	\$,552.16	\$ 10,038.22
Total District Bills	\$19,014.12	\$ 2,785.95	\$1,535.97	\$12,424.57	\$2,267.63	\$ 19,014.12
<i>*added since 10/1/10</i>						Totals From District Bills Listing
EDD: Reserve account as of 7/31/09	\$3,040.07	balance				
	(\$7,514.00)	benefit charges thru 6/30-10				
EDD: Reserve account in arrears	(\$4,473.93)	1.7% increase in UI contribution rate now in effect [from 4.5% to 6.2%]				

corrected amount after presented to Board

Board Discussion on item a: Armopoxy, Frontier

Larry Doss: **Motion to approve the operating bills of the District for Oct 5th, 2010.**

Bill Keller: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

Board Discussion on item b:

Randall Aubrey: Correction to accept Enplan report upon review, then send it to Army Corp of Engineers.

Randall Aubrey: Enplan report contains discrepancies and false facts. A negative declaration was adopted in 2003 for the Spalding Dock and Marina project. The Plan was initiated May 2004.

Chris Gallagher: Enplan began study work upon completion of project in 2006. Two years of study were completed, one year skipped and subsequent year done. The study was to be done on an annual basis.

Randall Aubrey: The Enplan report does not reflect any of our efforts. Requests letter be written to the Army Corp of Engineers explaining criteria of vegetation growth do to low water and research Enplan's statements of facts, permit expiration and five year timeline for project.

Chris Gallagher: The Army Corp of Engineers not receptive to this issue. The District wanted to do this project and criteria was established, the 5-year plan and 100% compliance is demanded.

Bill Keller: **Motion to accept 09/07/10 Minutes and bill from Enplan as modified.**

Larry Doss: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

NEW BUSINESS

- a. **Resignation of Volunteer Fire Chief and Appointment of Acting Volunteer Fire Chief**
- b. **Regular Business Hours**
- c. **Resolution 2010-18 Establishing a Section 125 Plan**
- d. **Approve Memorandum of Agreement with Sierra Medical Services Alliance for patient transport**
- e. **General Manager Contract**

Board Discussion on item a:

Chris Gallagher: Larry Frack advised us of his resignation on September 23 because he is leaving the area. Chief Frack has done a great job of reorganizing the Fire Department and creating a better overall moral within the department. We appreciate all the hard work and hours spent with the department. The Assistant Fire Chief is currently JD Leroy, a longtime volunteer fire fighter who knows the operation. He is willing during this interim to be in charge coordinating volunteers to send to calls.

John Monticelli: The public can be assured that we are safe and that the Fire Department continues to be up and running.

Randall Aubrey: Request to publicize/post that we are actively looking for a Fire Chief.
Board is in agreement.

Chris Gallagher: The District needs a chief to organize training, meetings, required licenses, and keep the community current of fire needs. Currently JD and myself can keep things running until we find a chief.

Jack Glendon: There is an upcoming meeting of volunteers where this issue will be discussed. Request a job description for Fire Chief be made available.

Randall Aubrey: Requests fire fighters be polled to see if anyone is interested and a job description available at that meeting then bring that information back to the Board.

Ed Tomasini: Thinks it's a conflict of interest for Chris Gallagher to be involved with the Fire Department. I would like to see someone qualified to take the position and have support of the Board.

Bill Keller: If the need arises I am willing to help the Fire Department.

Frank Beckett: I've never read anything where there is a conflict of interest in this regard. Chris has the experience from working with police departments and experience in emergency management and department organization. The Fire Chief and General Manager report to the Board. I see no conflict of interest here.

John Monticelli: The Fire Department will continue as is until a Fire Chief is found.

Bob Pyle: The GM has no authority over the fire department. I do not see a conflict.

Chris Gallagher: It is the Board that votes on finances and gives me a budget. They hold me responsible for keeping the entire district running.

Larry Doss: Special District rules recommend that the General Manager belong to the Fire Department.

John Monticelli: We accept Mr. Frack's resignation. I always felt secure and safe during the time he was Fire Chief.

Ed Tomasini: This Board has done a lot of good work resolving past issues of the Fire Department.

Randall Aubrey: **Motion to accept Larry Frack's resignation as Fire Chief.**

Trina Marquis: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

Thank you Mr. Frack, we will miss you.

Board Discussion on item b:

Chris Gallagher: Recommends winter office hours of 9am to 4pm, Monday through Wednesday starting November 1st to March 30th, then resume office hours of 9am to 4:pm, Monday, Wednesday, Friday starting April 4th.

Bill Keller and Randall Aubrey: Recommend the change of office hours be posted on web site, front door and bulletin board.

Larry Doss: **Motion to accept the change of office hours for the winter months.**

Trina Marquis: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye**

Board Discussion item c:

RESOLUTION NO. 2010-18

October 5, 2010

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SPALDING COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO
ESTABLISH A SECTION 125 PLAN**

WHEREAS, the Board has established a health benefits package that would attract and retain the highest quality employees; and

WHEREAS, a Section 125 plan allows employees to pay their portion of medical insurance expenses before payroll taxes are withheld; and

WHEREAS, a Section 125 plan will allow employees to lower their income tax liability, and

WHEREAS, the District will save the amount of employment taxes that would have been paid from wages that are now used to pay medical insurance costs;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Spalding Community Services District that: the General Manager be authorized to execute the necessary agreement(s) to establish a Section 125 Plan that allows employees to pay their share of health care insurance costs using pre-tax income.

APPROVED, PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Spalding Community Services District this 5th day of October 2010 by the following vote:

AYES _____	<u>Directors:</u>	Directors Absent _____
NOES _____		
John Monticelli _____		
Randal Aubrey _____		
Trina Marquis _____		
Bill Keller _____		
Larry Doss _____		

ATTEST:

Chris Gallagher, Secretary/General Manager

Bill Keller: **Motion to adopt Resolution 2010-18 on Employee Health Insurance Benefits.**
Randall Aubrey: **Seconds Motion.**
Board Polled: **Unanimous Vote-Aye**

Board Discussion on item d:
Volunteers need additional training to move and secure patient to gurney in case of emergency.
Memorandum attached

Bill Keller: **Motion to accept agreement with the ambulance company for emergency transport only.**
Larry Doss: **Seconds Motion.**
Board Polled: **Unanimous Vote-Aye**

Board Discussion on item e:
Trina Marquis: Is this change from hourly to salary your preference?
Chris Gallagher: Yes and there is only a \$20 a month difference.
John Monticelli: We have researched other special districts and payroll.
Bill Keller: **Motion to recommend Chris Gallagher's wage be converted from hourly to salary with discussed changes.**
Randall Aubrey: **Seconds Motion.**
Board Polled: **Unanimous Vote-Aye.**

CONTINUING BUSINESS

a. Building Remodel Update

John Monticelli: Hat Creek has done a good job on this remodel.

Chris Gallagher: Change Order to level ground around buildings for water flow due to absence of site plan by architect. USDA agrees to provide funds for this change. Change orders account for

about 10% of project. Walk through for punch list scheduled for this week. Plan to be in the new building by early November. Grand opening to be scheduled soon.

BOARD MEMBER'S REPORT (FOR DISCUSSION OF CONFERENCES, WORKSHOPS AND MEETINGS ATTENDED, PLUS OTHER ACTIVITIES SCSD'S GENERAL INTEREST)

a. Fire Tax Assessment Fee Discussion

Larry Doss: Satisfied with Axner's coverage, sealing the main traffic area of Marina's parking lot.

GENERAL MANAGER REPORT

a. Monthly Report

SPALDING COMMUNITY SERVICE DISTRICT MONTHLY REPORT			
September 2010			
	2010		2009
No. of Wastewater Hookups	560		
No. of Permits Purchased	597		
No. of Tanks Billed per 1/4	644		
No. of Parcels Taxed on Bond	909		
Gallons of Wastewater Flow	645,709	gallons	
			Flows are for 31 days
Lift Station #1 Strand	108,492	gallons	
Lift Station #2 Marina	259,228	gallons	
Lift Station #3 Acacia	163,300	gallons	
Lift Station #4 Laurel	114,689	gallons	
Ponds	NA	gallons	
Total Wastewater Call-outs	0		
Total Income for Month	\$10,008		\$10,053
Admin	\$0		
Sewer	\$1,766		\$3,139
Marina	\$6,195		\$4,824
Fire	\$2,047		\$2,090
Receivable turnover Ratio			
Total Expenditures Month	\$12,670		
Total Number of Employees	5		
Total Hours Worked	545		
Salaries & Benefits	\$8,866		\$16.27 /Hr.
Paid Vehicle Parking	\$5,708		\$4,205
Fines	\$315		
Annual Parking Permits Sold	7		8
Annual Add Veh Parking Permit	2		0
Doc Permits Sold	0		
Total Hours of Fire Training	0		
Total Fire Calls	0		

PUBLIC COMMENT

Public Comment: Do we have a plan for launching next year and keeping the launch viable for the rest of this year?

Larry Doss: If water levels continue to drop there is not enough water at this end of the lake to dredge again.

John Monticelli: District has spent over \$400 in riffraff this month but the rock continues to be blown out of the launch. The rock cannot be back dragged without permits.

If the District decides to close the ramp, the dock owners will be notified.

Bob Pyle: The Forest Service working to put in a low water launch at the south end marina. The Lassen County Office of Emergency Services and Ag Commissioner has declared Lassen County as a disaster area for the 4th consecutive year in a row due to drought. This declaration has been sent to Washington DC.

At the last Inter Agency meeting there was a lot of public discussion for the need for a study of the Eagle Lake surface water and Watershed. I started this process by contacting David Lyle is now looking for funding for a grant to study the Eagle Lake Watershed. Prop 84, which was passed by the voters that gives State Funding through watershed management for a designated region. The Regional Acceptance Process committee met Sept 28th to determine the boundaries of this region, which are all of Lassen County's watershed that flows to the east. I invite people to serve of this committee. We are researching factual information for this regional plan and will include any persons or agency within this region that deals with water. Spalding Community Services District, Stones-Benguard, Susanville Sanitation Service, Susanville River Watermaster and Watershed that deals with water or wastewater will be involved in this process. Once the region is accepted by the State of California by DWR, we will apply for the Intergraded Regional Water Management Plan through the Department of Water Resources. Also asking Forest Service and DWR to reestablish the water gauging station at Pine Creek.

State of California Water Quality Control Board has jurisdiction over the Eagle Lake Water Shed. Bly Tunnel was turned over to the BLM and they have the authority to turn on or turn off the tunnel. If the State Water Quality Board disagrees with BLM they can overturn it, but they have not. If anyone is interested in overturning that decision, write your congressman, Department of Interior or your state or federal representative who has authority over BLM. The water belongs to the State of California Water Quality Control Board. Water leaving the lake through Bly Tunnel at most only one-quarter inch a year. Evaporation accounts for loss of three feet a year. The lake is low due to lack of rainfall.

See attached pamphlet

Construction of the small fish shaped park, picnic area along side of Spalding Marina, above the high water mark is scheduled for this spring.

Board requests Chris Gallagher write a letter to DWR regarding the Pine Creek gauging station.

Frank Beckett: Fire Tax Assessment Discussion?

To be placed on the next regular meeting

ADJOURN

Bill Keller: **Motion to Adjourn.**

Larry Doss: **Seconds Motion.**

Board Polled: **Unanimous Vote-Aye.**

Board to Sign Bills

Next regular meeting November 2, 2010 will be an adjourned meeting and moved to November 10, 2010 @ 2:pm.

Respectfully submitted by: Virginia Bruce

These minutes were transcribed from audiotape. Every effort is made to record all person's comments. Some comments may have been edited to try to get thoughts across.

Memorandum of Agreement

Between Sierra Medical Services Alliance And Spalding Community Services District

This MOA is made and entered into this 7th day of September, 2010 by and between the Sierra Medical Services Alliance ("SEMSA"), a non-profit corporation doing business in California, and Spalding Community Services District (SCSD) of Lassen County, California.

Whereas, SEMSA operates medical ground ambulance services and is the exclusive provider of such services per contract within Zone 1 of Lassen County, including the Spalding area, and,

Whereas, SCSD operates a Volunteer Fire Department (VFD) which provides EMS first response services within the Spalding service area, and,

Whereas, both parties desire to enter into this agreement to assure that an emergency medical patient, who calls 911 in the Spalding area, is responded to, cared for and transported to the appropriate hospital as soon as possible.

Now, therefore, the parties hereto mutually agree as follows:

The Spalding / Eagle Lake Area is Remote with Special Circumstances;

The Spalding / Eagle Lake area of Lassen County is somewhat remote from the other populated areas of Lassen County, but in the summer months, large numbers of people gather at the Lake area where a County designated ambulance unit is not stationed. This then requires one of the County designated ambulances to respond long distances to reach this area in the event of a 911 medical aid call resulting in an extended period of time to reach the victim.

During the winter months, road closures caused by heavy snow in this area may also prevent the County designated ambulance unit from reaching this area at all for extended periods of time during a 911 call for medical assistance.

The SCSD VFD, already located in this remote area, provides fire first response services to this area and responds to these 911 medical aid calls in their life support vehicle, which may in an extreme emergency situation, be used to transport the patient from their present scene location to a landing zone to meet a medical helicopter to air transport the victim out when such services are determined to be medically necessary, and / or when SEMSA is unable to reach the patients location due to extended response times to this remote area, or due to road conditions at the time of the emergency call.

SEMSA Agrees to the Special Circumstances:

When such unusual and special circumstances exist as outlined herein, SEMSA agrees to allow the SCSD VFD to move the emergency medical patient in need from the scene of the emergency to a landing zone where a waiting medical helicopter may care for and air transport the patient to the hospital. SCSD VFD will provide BLS services and transportation for the patient with at least one EMT on the transport unit. SEMSA's agreement is subject to also the agreement herein from Nor-Cal EMSA to allow for the following special circumstances.

When it is determined on the scene by the responding SCSD VFD emergency medical personnel that a patient's medical condition is critical and in need of immediate air medical transport due to a potential life threatening situation which cannot wait for the responding ground ambulance to arrive, or, when it is determined after radio communication from the responding SEMSA unit that the responding unit cannot reach the patients location due to road conditions and the patient must be transported right away to the hospital, SCSD VFD may call for a medical helicopter to respond and may move the patient to the LZ location to meet the medical helicopter for transport to the hospital.

Nor-Cal EMSA Agrees to the Special Circumstances:

When such unusual and special circumstances exist as outlined herein, Nor-Cal EMSA agrees to allow the SCSD VFD to move the emergency medical patient in need from the scene of the emergency to a landing zone where a waiting medical helicopter may care for and air transport the patient to the hospital. Nor-Cal EMSA's agreement is subject to also the agreement herein from SEMSA to allow for the following special circumstances.

When it is determined on the scene by the responding SCSD VFD emergency medical personnel that a patient's medical condition is critical and in need of immediate air medical transport due to a potential life threatening situation which cannot wait for the responding ground ambulance to arrive, or, when it is determined after radio communication from the responding SEMSA unit that the responding unit cannot reach the patients location due to road conditions and the patient must be transported right away to the hospital, SCSD VFD may call for a medical helicopter to respond and may move the patient to the LZ location to meet the medical helicopter for transport to the hospital.

Requests, Responses, and Reporting Provisions:

1. All initial requests for emergency aid, as usual, shall utilize the 911 system and shall be directed to the 911 emergency dispatch center who shall dispatch the usual and appropriate emergency resources to respond as normally done.
2. After the SCSD VFD arrives on the scene and assesses the condition of the patient and begins initial emergency care (per Nor-Cal EMSA protocol), if it is determined by the highest medical authority on the scene that the patient's condition meets the condition criteria outlined above and the patient is stabilized, or, if the SCSD VFD personnel are radio notified by the responding SEMSA unit that they cannot get through to the scene due to road conditions, the SCSD VFD may then notify the 911 dispatch center (via radio) to also dispatch a medical helicopter to the scene.
3. At all times during the response and the call, the SCSD VFD shall keep the responding SEMSA unit advised as to the actions being taken by the fire first response personnel on the scene (subject to the above), and when the responding SEMSA unit may cancel its response (only after the first response unit has reached the LZ with the patient).
4. SEMSA shall also keep the SCSD VFD advised as to their response location and status as it changes if they are unable to reach the scene and must stop due to road conditions en-route to the scene.
5. A First Responder Patient Care Report shall be completed by the responding SCSD VFD crew outlining the condition of the patient found on the scene, the treatment rendered by the crew on scene and during the transport to the LZ, and the rationale used to determine why the medical helicopter was necessary to transport the patient.
6. A copy of each such First Responder Patient Care Report (where a medical helicopter was called), shall be forwarded to both SEMSA and Nor-Cal EMSA within 72 hours of the call. When any party to this agreement believes it is necessary for all parties to meet and discuss any call, or the provisions of this agreement, or other matters, which may affect patient care on any call, the other parties shall agree to make their best efforts to meet and discuss any concerns.

General Provisions:

1. The signatories to this agreement shall, follow the medical protocols, guidelines, policies, and practices that are otherwise utilized within their respective jurisdictions.
2. The signatories to this agreement shall designate individuals representing each agency responsible to periodically review the operational plan herein to assure we are doing the very best we can (collectively) for the patient.
3. This agreement shall remain in full force and effect from the date hereof until terminated by any party hereto. Each party hereto may withdraw from this agreement by giving thirty (30) days notice in writing to the other party.

In witness whereof, the parties hereto have caused this agreement to be executed as of the day and year herein above written.

For SEMSA Title

For SCSD Title

For SCSD Title

For Nor-Cal EMSA Title