

HISTORICAL LANDMARKS & RECORDS ADVISORY COMMISSION

The regular meeting of the Historic Landmarks & Records Commission was held at the Woodward Park Regional Library on November 10, 2005.

Members present: Virgil Ahlberg, Judy Ganulin, Penny Raven, James Kus, Randy McFarland, Steve Barile, Don Shantz, Roger Taylor
Members excused: Bud Olson, Aileen Bos
Members absent: Prudence Zalewski
Others present: Karen Bosch Cobb, Elida Mendoza, Martha Garcia, Valerie Tirado, Susan Chavez, Arpi Apkarian, Nancy Enloe, Prissilla Acree Miller, Jennifer Prado, Lynne Hopper, Sandra Dumlao, Caren Anderson, Ronele Brooks, Tim Willis, Cathy Rehart

AGENDA ITEMS

- (1) The meeting was called to order by Chairman Randy McFarland. Chairman McFarland stated that several Commissioners would have to leave early due to other commitments; therefore, he was going to move through the agenda quickly.
- (2) Welcome to all by Chairman Randy McFarland.
- (3) Adoption of Agenda – The agenda was adopted without change.
- (4) Approval of Minutes of September 22, 2005.
It was moved, seconded and carried to approve the minutes as submitted.
- (5) Comments from the Public - None.
- (6) Records

Ms. Caren Anderson from the County Clerk's office coordinated the records below from various County departments for the Commission's consideration.

| Record Type | Schedule Number | Department |
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| a) Administration/Business Office | 1425.01.01 | General Services |
| The records in this schedule were described as agenda items, conflict of interest items, and basic administrative office documents. Ms. Arpi Apkarian said there are no permanent records included in this schedule. Original agenda item documents are filed with the Board of Supervisors. | | |
| There were no concerns, and it was moved by Commissioner Kus, seconded by Commissioner Shantz, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| b) Facility Services | 1425.02.01 | General Services |
| This schedule was described as containing records pertaining to the Facility Services Division of General Services. It was moved by Commissioner Kus, seconded by Commissioner Taylor, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |

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| c) Fleet Services | 1425.04.01 | General Services |
| This schedule was described as containing claims records, Department of Motor Vehicle records, and general departmental records. It was moved by Commissioner Kus, seconded by Commissioner Ganulin to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. | | |
| d) Security Division Records | 1425.06.01 | General Services |
| The records contained in this schedule were described as security reports, monthly schedules and daily time/assignment sheets, and other miscellaneous records. It was moved by Commissioner Shantz, seconded by Commissioner Ganulin, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| e) Purchasing Records | 1425.08.01 | General Services |
| The records contained in this schedule were described as safety training records, supervisor's investigation reports, correspondence, and internal reports. It was moved by Commissioner Kus, seconded by Commissioner Ahlberg, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| f) Graphic Communication Services Records | 1425.09.01 | General Services |
| The records contained in this schedule were described as relating to printing requisitions and project correspondence for the County's printing services department. It was moved by Commissioner Kus, seconded by Commissioner Shantz to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| g) Environmental Health Division | 1450.12.01 | Community Health |
| Ms. Dumlao and Ms. Hopper from the Community Health department were present to discuss the retention schedules for their department and to answer questions. The documents contained in the Environmental Health Division schedule related to complaints, letters, inspection reports, hazardous materials disclosures, hazardous waste site documents, housing demolition and rehabilitation documents. In answer to a question from Commissioner Raven, Ms. Dumlao said documents related to a hazardous waste site are permanent. Ms. Anderson explained that when records are imaged, the imaged records become the original document. The retention period begins when the documents are imaged. It was moved by Commissioner Ahlberg, seconded by Commissioner Shantz, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| h) Maternal, Child & Adolescent Health Case Records | 1450.14.01 | Community Health |
| The records contained in this schedule were described as confidential case records. They are not public documents. It was moved by Commissioner Taylor, seconded by Commissioner Shantz, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| i) Public Health Laboratory Laboratory Testing Records | 1450.15.01 | Community Health |
| The records contained in this schedule were described as confidential records. They are not public documents. A question arose about the environmental water testing records. They are kept for ten years. Tests are conducted for Madera County as well. These tests include homeowner wells. It was moved by Commissioner Taylor, seconded by Commissioner Shantz, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried. | | |
| j) Nursing Outreach Services Medical Records | 1450.16.01 | Community Health |
| The records contained in this schedule are medical records for children and adults. It was moved by Commissioner Shantz, seconded by Commissioner Ahlberg, to approve the | | |

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| <p>retention schedule as recommended by staff for approval by the Board of Supervisors. Records are kept until a minor reaches age 19, but not less than 7 years. A concern was expressed about keeping records for a longer period of time in the event that adults want to research their immunization history. There is a separate registry for immunizations where people can request their personal immunization information. Motion carried.</p> | | |
| k) California Children's Services Children's Medical Records | 1450.08.01 | Community Health |
| <p>The records contained in this schedule were described as confidential records. They are not public documents. It was moved by Commissioner Ahlberg, seconded by Commissioner Shantz, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried.</p> | | |
| l) Education and Prevention Services - Children's Dental Records | 1450.10.01 | Community Health |
| <p>The records contained in this schedule were described as confidential records. They are not public documents. It was moved by Commissioner Taylor, seconded by Commissioner Raven, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried.</p> | | |
| k) Education and Prevention Services - Prevention Program Document | 1450.10.02 | Community Health |
| <p>This schedule was described as containing minutes of community coalition and advisory committee meetings. The activities of the community coalition are not related to policy making. The Tobacco Prevention program documents are subject to audits. Audits must occur within 3 years. Records are retained for 3 years after the end of a contract. It was moved by Commissioner Ganulin, seconded by Commissioner Raven, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried.</p> | | |
| l) Emergency Medical Services | 1450.11.01 | Community Health |
| <p>The records contained in this schedule include dispatch tapes and emergency service reports not involved in litigation. The retention period listed in this schedule is 180 days. The legal retention requirement is 100 days. There was discussion about the one year time period during which lawsuits can be filed. Ms. Anderson explained that the 180 day guideline was taken from the Sheriff's Department dispatch retention schedule previously approved by the Commission.</p> <p>Chairman McFarland asked if the department would be willing to save tapes related to a major historically significant event/disaster. The answer was yes. Some tapes are kept in a vault. It depends on the incident or event.</p> <p>After this discussion, it was moved by Commissioner Taylor, seconded by Commissioner Shantz, to approve the schedule as recommended by staff. More discussion followed and there was concern expressed by Commissioner Raven about the retention period. She then asked if it was possible to amend the motion to change the retention period to 365 days. Mr. McFarland stated that any Commissioner can propose an amendment to a motion. Ms. Anderson added that she was concerned that since the Commission had already approved 180 days for the Sheriff's Department, she worried that a future question might arise as to why the Sheriff was allowed 180 days and another department was being required to keep their tapes for a different period of time when they are essentially of the same nature.</p> <p>Mr. McFarland stated that the motion on the table was to adopt the retention schedule as presented by staff which included 180 days for the dispatch tapes as approved previously</p> | | |

for the Sheriff's Department. Chairman McFarland called for a vote. Yes: Ahlberg, Shantz, McFarland, No: Barile, Raven, Ganulin. Motion failed due to a tie which the Chairman called a technical denial.

Mr. McFarland asked if there was a second motion. Commissioner Ganulin asked if this item could be separated from the rest of the schedule. Commissioner McFarland said he did not think so because the records needed to be kept together. Commissioner Ganulin asked if procedurally the 180 day matter could be revisited. Ms. Anderson said it was her understanding that since the schedules are approved by the Board of Supervisors, she did not think the Commission could withdraw its approval. Chairman McFarland said that it was his understanding that if a retention schedule has to be revisited it has to be initiated by the department that holds the records or from the Board of Supervisors. He also added that he did not think that precluded Commissioners from talking to the Board of Supervisors if they thought they made a mistake in approving a schedule.

Ms. Bosch Cobb suggested one approach could be to approve items 2, 3 and 4 and state that Commissioners could not agree on item 1. Chairman McFarland had no objection to this suggestion.

Commissioner Ahlberg moved, seconded by Commissioner Shantz, to approve items 2, 3 and 4 and to state that the Commission could not make a recommendation on item 1.

Commissioner Raven asked if it was possible to amend the motion to change the retention period to 365. Chairman McFarland said unless Commissioner Raven wished to offer an amendment to the motion, her suggestion was out of order because the motion clearly stated that there is no agreement among the Commission on item 1. If she wished to offer an amendment, her amendment would take precedence. Commissioner Raven moved to amend the motion to change item 1 to 365, and accept the rest of the motion. It was seconded by Commissioner Ganulin. Vote: Yes: Barile, Raven, Ganulin No: Ahlberg, Shantz, McFarland

The motion failed to carry and Chairman McFarland explained this would return the Commission to the original motion to recommend to the Board of Supervisors that items 2, 3, and 4 were approved and the Board of Supervisors would be advised that the Commission could not agree on item 1.

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| m) Employee Personnel Records (Sworn and Non-Sworn) | 1600.04.04 AMENDED | Sheriff |
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Ms. Anderson explained that this schedule had already been approved by the Commission and the Board of Supervisors. It was brought back to the Commission in order to amend item 6 on the schedule (personnel files) to a permanent retention period. It was moved by Commissioner Barile, seconded by Commissioner Raven, to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried.

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| n) Contracts and Solicitations | 9800.01.03 | All County |
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This schedule was described as an all County schedule that applies to any department that contracts for goods and services that the County procures from time to time. The Commission has approved other "all County" records that apply to personnel and accounting records.

Commissioner Raven commented that the County does not have building permits on record prior to 1953. There were no other comments, and it was moved by Commissioner Shantz, seconded by Commissioner Raven to approve the retention schedule as recommended by staff for approval by the Board of Supervisors. Motion carried.

Chairman McFarland thanked all of the representatives from the County departments for bringing these items to the Commission. He introduced Ms. Cathy Rehart who was in the audience, and said that at a recent Board of Supervisors meeting she was recommended for appointment to the Commission. Ms. Rehart has served on the City Historic Preservation Commission. She is a historian, a writer, and a staff person for the Friends of the Fresno County Library. Chairman McFarland also introduced Mrs. Nancy Enloe who was also in the audience. Mrs. Enloe's appointment to the Commission is pending. She taught school and Selma High and Sierra High School. She has been a resident of Tulare County and currently is a Fresno County resident. She was secretary of the Fresno County Grand Jury for two years and has served on various boards and commissions.

(7) Landmarks

a) Inventory of Historic Sites in Fresno County

- 1) Properties recommended to Board of Supervisors since the last meeting –
 - a) Vincent Building - Board of Supervisors approval pending. Staff is waiting for comment from the City of Selma.
- 2) Pending Applications – Action Needed
 - a) Cedar Crest Resort - Huntington Lake (Attachment)

Commissioner Taylor thought the application was incomplete, and he commented that the Commission should not accept handwritten applications. Chairman McFarland said it lacked detail. Mrs. Bosch Cobb said she had asked staff member Mr. Erik Vartiainen to comment about the resort's architectural style, and he described it as a Swiss chalet or log cabin. The owners were not present as they were not notified about today's meeting.

Commissioners were interested in the resort as part of the whole Huntington Lake historic district issue. There was concern that the property is in jeopardy of being destroyed, but there was also concern about obtaining owner consent on the application. In this case, the U.S. Forest Service was thought to be the owner.

Chairman McFarland suggested that the application should be returned to the applicant as incomplete with a request for more information and research. A copy of the letter should be sent to the supervisor of the Sierra National Forest, the Huntington Lake Historic Society, and Supervisor Waterston.

Commissioner Barile said he was still concerned about the statement in the application that the building would be demolished by December 31. There was more discussion, and Mrs. Bosch Cobb was asked to notify the Supervisor of the Sierra National Forest that the application was returned to the applicant and that the Commission would discuss this issue at their meeting in January.

There was no further discussion, and it was moved by Supervisor Raven, seconded by Supervisor Shantz, to continue this item to the January meeting. Motion carried.

- 3) Applications Under Review
 - a) Recommendation to place the Hall of Records on the County's List of Historic Places - Agenda date pending

- 3) Suggestions for other applications - This discussion was deferred to a future meeting.
 - a) Del Rey properties - Commissioner Taylor and Mrs. Bosch Cobb commented about the properties listed below.
 - 1) Old church one block off Main Street
 - 2) Old Bank of America building
 - 3) Old church at Academy & Jefferson
 - 4) Old Rosedale School
 - b) Inventory - No discussion.
 - 1) Review Cities & Discuss sites which should be added

- b) Centennial Farms – No further discussion.
 - 1) Farms currently on the List of Centennial Farms
 - a) Harlan Ranch, Riverdale (Approved by Board of Supervisors 2/15/94)
 - b) Schultz Ranch, Inc., Burrel (Approved by Board of Supervisors 2/15/94)
 - c) Charles B. Drake Ranch, Squaw Valley (Approved by Board of Supervisors 5/24/94)
 - d) Richard W. and Barbara J. Milton Farm, Reedley (Approved by Board of Supervisors 1/10/95)
 - e) Missouri Hill Ranch, Fresno. (Approved by Board of Supervisors 11/14/95)
 - f) Reese Davis Ranch, Selma (Approved by Board of Supervisors 3/5/96)
 - g) Levis Ranch, Selma (Approved by Board of Supervisors 5/17/96)
 - h) John G. Goode Ranch (Approved by Board of Supervisors 1/13/98)
 - i) Kreyenhagen Ranch, Coalinga (Approved by Board of Supervisors 6/29/99)

- c) Centennial Businesses – No discussion.
 - 1) Businesses currently on the List of Centennial Businesses
 - a) Fresno Ag (Approved by Board of Supervisors 7/30/02)
 - b) Baker, Manock & Jensen (Approved by Board of Supervisors 3/2/04)
 - c) Shepard, Shepard & Janian, Attorneys (Approved by Board of Supervisors 7/27/04)

 - 2) 100 year old businesses that submitted an application for consideration at today's meeting
 - a) None.

- 3) Other 100 year old businesses that received an application and have not yet responded
 - a) The Business Journal
 - b) Pacific Tent & Awning
 - c) Maxwell Studio
 - d) Simonian Farms (Clovis & Jensen, Fresno)
 - e) Electric Lab
 - f) Selma, Reedley, Sanger & Kingsburg papers
 - g) Gottschalks

- d) Courthouse Park grounds markers/memorials and sculptures
 - a) Update on Brochure of Courthouse Park -

Mrs. Bosch Cobb distributed a draft brochure. During the discussion, Ms. Rehart said she has researched and written information about the courthouse monuments. Mrs. Bosch Cobb will get together with her.

 - b) **Update on Research as of 9/22/05**

Completed

 - Brotherhood memorial to Dowling, Greenberg, Malloch – 1968 (Margaret Murphy)
 - Fresno Memorial Plaque on history of County- 1954 (Bob Wash)
 - Flagpole (north) Homer Blevins chap, Disabled American Veterans – 1979 (Aileen Bos)
 - William Saroyan monument – 1988 (Ben Amirkhanian)
 - Statue of Dr. Chester Rowell – 1914 (Prudence Zalewski)
 - Virginianna Oak – Roger Taylor
 - Anna Woodward Memorial Fountain – Judy Ganulin
 - Flagpole (south) Dedicated to Haig Ohannesian – 1966 – Aileen Bos
 - David of Sassoun, Armenian Folk Hero - 1970 – Mabelle Selland
 - Bicentennial Oak - Penny Raven

Pending

 - E. Clampus Vitus (original courthouse) – Randy McFarland
 - Replica of Toltec sculpture given to Fresno County by the Mexican state of Hidalgo – 1980 – James Kus
 - Viva Liberation – 1949 - Steve Barile
 - Hmong Memorial - Robert Anderson, City of Fresno
 - Checker Board - Roger Taylor
 - Fresno County Peace Officer's Memorial – 1999 - Penny Raven

Unassigned

 - The Earth is a Sculpture (working fountain)
 - Statue Honoring Ex Braceros 1942 – 1964 – 2002
 - Statue of Benito Juarez – 2003
 - Historical Society Monument
 - Martin Luther King Bust
 - Hmong Memorial to be installed in 2005

- e) Discussion of threatened buildings in downtown Fresno – No discussion.

- f) Discussion of threatened buildings in the County of Fresno – No discussion.

(8) Reports and Administrative Action Items

a) Chairman's Report - No report.

b) Vice-Chairman's Report - No report.

c) Secretary's Report

1) Status of Vacancies:

a) 5 Commission appointed vacancies (Murphy, Selland, Herrera, Helm, Wash). Mrs. Nancy Enloe's appointment is pending.

b) 1 Board appointed vacancy in District 3 (Amirkhanian)

Ms. Rehart's appointment is pending for District 3. The 5 remaining vacancies are commission appointments.

2) State Form and our supplemental form as new application form.-
Defer until joint meeting with City

3) Second Revision of Bylaws - Not discussed.

4) Joint Meeting – Commissioner's discussed the joint meeting with the City Commission and they agreed to begin the joint meeting at 4:30 in order to get the "Records" portion of the HLRC meeting completed before the joint meeting. There will be two separate agendas. Woodward Park Library was considered the best location because of parking availability.

Commissioner Ganulin requested a schedule of all meetings for 2006.

5) Secretary Review of Routine Document – This item was postponed to a future meeting.

d) Commissioners' Reports

Commissioner Raven distributed the Huntington Boulevard 2006 calendars. She also mentioned an article she wrote in the October issue of the Fresno magazine.

Commissioner Don Shantz was congratulated for being recognized by the Selma Enterprise for his work on historic preservation in Selma.

Congratulations were extended to Mrs. Bosch Cobb for her official appointment as Fresno County Librarian.

Commissioner Shantz briefly spoke about the work underway to reorganize the archive room within the library at Selma High School. Mr. Ray Silvia and Mr. Bill Secrest have provided direction and advice.

Commissioner McFarland spoke at the Indianola School's 50th anniversary.

(9) Announcements

The next meeting will be on Thursday, January 12, 2006.

Commissioner McFarland wished everyone a Happy Thanksgiving, Merry Christmas, and Happy New Year!

(10) Adjournment - The meeting was adjourned.