

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR LIBBY

DIRECTOR KIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

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MONDAY, JANUARY 12<sup>TH</sup>, 2015

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**ITEM**

1. **Call to Order, Invocation, and Flag Salute.**  
10:01 a.m., call to order. Invocation by Andy Grossman.
2. **Roll Call.**  
Director Kiewer, Director Beem, Director Miller. Director Anderson absent, Director Libby arrives at 10:32
3. **Approval of Minutes for the Regular Board Meeting of December 8<sup>th</sup>, 2014.**  
Director Kiewer motions to approve minutes as written after Director Miller has a few questions. Director Beem seconds the motion. Motion carries 3-0 ayes with Director Kiewer, Beem, and Director Miller participating.
4. **Public Comment on Open/Closed Session Items: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. The Board reserves the right to reasonably limit the length of individual comments and/or the total amount of time allotted to public comments. Speakers may request their comments be heard during Public Comment instead of the time when the item is to be acted upon by the Board. The Board may ask questions but may take no action on items addressed during the Public Comment period except to direct staff to prepare a report or to place the item on a future agenda. If you desire a written response, please provide the secretary with your mailing address.**
5. **Cash Report**  
\$150,399.13 Total Inter-fund Cash as of December 31<sup>st</sup>, 2014.

## **6. Old Business and Board Directives from Previous Meetings**

**6a. Discussion and Possible Action to review Five-Year-Plan, and approve with Resolution #01122015-A—Director Libby**—Director Miller skips to item 6c, until Director Libby is present to discuss the item.~

Director Miller re-introduces this item.

Director Libby states that he has nothing to add to the five-year plan and would like to make a motion to approve the updated five year plan with Resolution #01122015-A. Director Kliewer seconds the motion, and a roll call vote is performed. Motion carries 4-0.

**6b. Discussion and Possible Action on reviewing potential PTO policy.—Director Libby**

Director Libby tables this until he can meet with Chief Joyce.

**6c. Report on Inventory—Part Two Continued—Director Kliewer/Chief Joyce**

Director Kliewer tables this item until he has a chance to meet with Chief Joyce.

**6d. Report from Executive Advisory Committee.—Chairman Anderson/Vice Chairman Miller**

Director Miller stands in for Chairman Anderson as he is ill today. He spoke with Director Anderson prior to the Board Meeting.

Director Miller has been in contact with Deborra Brannon from the Mt Shasta Herald about the recent live training, and about other items. We are looking for volunteers with little response. He suggests that we could possibly have the City and District merge together on an event, such as the 4<sup>th</sup> of July. Two firefighters could man the table, and possibly recruit volunteers during this time. Perhaps three hours could be spent with District and City personnel.

Chief Joyce states that the Chief's association tries to do this at the fair. Two months ago, we did an event with the police department with an explorer program, and tried to recruit. There were five to eight kids that were interested, but have not shown up again. Due to the commitment time, and what is involved in being a volunteer now, many people back off. Throughout the U.S everyone is losing volunteers because people cannot commit to it. We are actively seeking volunteers, but no one wants to commit, but he is open to ideas.

Director Miller thought that the July 4<sup>th</sup> event could help.

Chief Joyce states that Matt Melo is having trouble with this also. No one can afford to live here unless they have a full-time job, and that can make it hard to volunteer. The younger generation has trouble volunteering.

Director Kliewer asks if we should place this on the Chief's report, and if there would be adequate time to do this with the efforts that they put into the fireworks display. In the past, we have been pretty committed on that day.

Director Miller states that this is one event that we have, but there are other events that we can try.

Chief Joyce states that he put a note on his Chief's report to bring this up.

## 7. **NEW BOARD BUSINESS AND POSSIBLE ACTION**

### **7a. Discussion and Possible Action on purchasing a Type III Engine for MSFPD.—Chief Joyce**

Chief Joyce states that he and Director Kliewer discussed this after the last meeting. Since we do not have an engine right now that we are looking at, perhaps we can put a dollar amount out there, and if it is under a certain amount, we can purchase, but if it is more, than we will bring it back to the Board to renegotiate the amount. We will also leave this item on the agenda so that if we find something, we can discuss it.

Director Miller relates that he was on the Happy Camp fire, and received a call from Assistant Chief Duncan with an engine that was a good buy, but he was not available for a Special Board Meeting. Do we have a policy regarding this?

Director Kliewer states that if we vote on a dollar amount it will be valid until they meet again.

Chief Joyce states that engines can range from \$10,000-\$60,000. He is hoping to find something in the middle, so he was thinking we could start at an amount of \$30,000. He hopes that we can find something cheaper, but at least they will have an amount that is approved.

Director Miller asks who makes the final decision on this.

Chief Joyce states that if they find an engine, they get input from other departments. This includes Chief Melo, Chief Padilla, Adam Heilmann from Dunsuir are constantly looking. It doesn't just fall to Assistant Chief Duncan. The reason they are doing this is

so that we don't have to have a Special Board meeting. We are putting feelers out to find an engine before it goes to auction. They are looking at one in Encinitas. This is their goal. He doesn't really want an engine right now because he will have to store it outside. He hopes that they will be able to wait until the end of winter, but if the one from Encinitas is available they would like to jump on it. It has 20,000 miles on it and they are looking at selling it for \$10-15,000.

Director Kliewer confirms the amount of the engine that they sold.

Chief Joyce states that this was \$7,000.

Director Kliewer states that he would actually be asking for \$23,000 if we consider the offset of this revenue. He asks Chief Joyce to confirm that we have enough in the budget to do this. He asks that he justify that it is not burdensome to the District finances at this time.

Chief Joyce skips forward to the portion of his Chief's report that discusses how much they brought in from the Strike Teams. He would not do this unless they had such a large fire season. The gross amount brought in was \$171,145. The net revenue from all Strike Teams after payroll and taxes is approximately \$98,000.

Director Kliewer confirms that he is asking for about 25% of the total revenue.

Chief Joyce states that this is correct, and they will also be using these monies to fix the water tender.

Director Miller asks what kind of engine.

Chief Joyce states that it is for a Type III enclosed engine. If he found something else, he would come to the Board prior to purchase.

Director Miller discusses a water tender that may hold fewer gallons than the other.

(Director Libby arrives.)

Chief Joyce confirms that if there was another type of equipment needed, he would come to the Board prior to purchase.

Director Kliewer motions that the Chief and Assistant Chief may purchase a Type III Engine with an amount of \$32,000 to give them a little wiggle room.

Director Miller takes a moment to bring Director Libby up to speed. He states that we have a motion to spend up to \$32,000 on a Type III engine or any other piece of equipment.

Director Kliewer clarifies that it is the intention of the Board to purchase a Type III engine, and that it is less than 30% of total revenue brought in from Strike Teams. If it is any other type of equipment, then he would want Chief Joyce to come back to the Board to discuss it.

Director Beem seconds the motion. Motion carries 4-0 ayes with Director Libby, Director Kliewer, Director Beem, and Director Miller participating.

Director Miller returns to item 6a and 6b prior to continuing the meeting.

**7b. Discussion and Possible Action on alternate day to hold Regular Board Meeting.—  
Chief Joyce**

Chief Joyce states that the problem we were running into is that some Board members would like Assistant Chief Duncan to attend the meeting, and he was hoping that it could possibly be on Wednesday, when they are both working. However, he is willing to attend on Monday if it is necessary. One issue is the warrants being placed later in the month and causing bills to go out at a later date. Monday is the best day since we have to get the warrants in by five. If we held the meeting on Wednesday, then we would not get checks until the following Tuesday. It would change many things, and potentially confuse the auditor's office.

Director Miller is concerned that if we change to Wednesday, that we might lose a Board member over this.

Director Libby states that on Wednesday he is working in Seiad valley.

Director Miller is also concerned about how would affect the Secretary's schedule, and how this would affect the bills, specifically with regard to late payments.

Secretary Patania states that she can be flexible in the days as long as she is not over a certain amount of hours. The only bills that we might incur a late fee on are the leases of the vehicles.

Director Miller states that he doesn't want to lose Director Libby since he is an asset. He asks if Director Libby will be able to arrange to be here for the Board meeting on Monday.

Director Libby states that Monday's are the best for him since he is in South County.

Director Kliewer would like to comment regarding this item. It is his personal concern that our Assistant Chief is not part of this Board Meeting. Unless we make an effort to come down here and interact, then we are not as aware as we could be of his contributions to our department. So, how can we better interact with our Assistant Chief in order to give him an accurate and valid evaluation every year. He knows that Chief Joyce is his direct supervisor, but it is important for the Board to also have interaction with him. The Board already interacts with the Chief and Secretary. Could we come up with a different strategy? He hesitates to force Johnathan to come to a meeting on his day off, but we are not necessarily as aware as we could be of what he does, and that we can ask him questions and have better communication with him. We want to honor his service on the department. He spoke with the Chief regarding this and sometime late spring we will be looking at our equipment, the service records, etc...and he asked the Assistant Chief to prepare and be a part of that meeting in March/April and bring forth a report regarding this.

Chief Joyce asks the Board if they could possibly do this on a quarterly basis.

Director Libby asks if he can do a training report.

Chief Joyce states that he is already doing this.

Director Kliewer states that this would be good.

Director Miller asks if he can split a shift on that week.

Chief Joyce asks with who? He and Assistant Chief Duncan are the only two regular employees.

Director Beem states that the day that they both work is Wednesday.

Secretary Patania asks, through the chair, if perhaps a Board member attend a Wednesday evening training to see what the Assistant Chief does.

Director Miller deliberates over whether this would work.

Chief Joyce suggests that we try the quarterly report.

Director Kliewer states that he would like them to do a quarterly report. It is an excellent suggestion to take an interest outside the Board meetings also.

Secretary Patania tries to clarify whether or not they want him to do a quarterly report in person, or if it is just to be written.

Director Miller asks if this involves overtime.

Chief Joyce states that they will figure this out.

Director Miller states that he has had lots of interaction with the firefighters, and never has any trouble finding Assistant Chief Duncan when he needs him. He has worked closely with him on training drivers and was able to attend the recent live fire training.

Director Kliewer states that having him do a report on a quarterly basis would be great administratively. It could be between Johnathan and the Chief on how to come up with four meaningful reports. It gives the public, who is our general employer to see what he does. He would be speaking directly to his administrative duties.

Director Miller states that perhaps it would be difficult to ask him questions at the training.

Chief Joyce states that he will discuss this with Assistant Chief Duncan on Wednesday, and his ideas for a report.

#### **7c. Discussion and Possible Action on purchasing handheld radios for MSFPD.—Chief Joyce**

Chief Joyce states that we discussed this last month with inventory, and have four radios in the shop right now that need to be repaired. He is wanting to get something compatible with what he is running now. 4612 is down one, which is taking one of the radios off of his rig. He would like to have a few spares. He has a couple of quotes. We have some older radios that are no longer usable because of their functionality, they can't go Narrow-Band. 49ers was going to give us \$450 off a radio if we trade it in to 49er, which brings down to \$1875. He has another quote from PW radio services, and it is \$1575 per radio without the trade in. It is the identical radio. He didn't know that they sold them before.

Director Beem asks where they are located.

Chief Joyce states that they are in Sarasota, Florida. They do a good job, and have good customer service. This is where we get our Swissphone pagers from.

Director Miller asks about whether the pagers will have to go newer.

Chief Joyce states that PW would upgrade the pagers with a chip, at approximately \$50 per pager. This would make them digital compatible. He doesn't know if the new sixes are...

Director Miller asks if 49er has any information on this.

Chief Joyce states that he would probably go with PW since they have better pricing. Batteries are interchangeable as long as you stay with the same type of radio.

Director Beem asks if they have another model that is smaller.

Chief Joyce states that it is a BK, but a different model, and it is flat. For now, he is going to stay with the same ones since they handle better and can deal with wear and tear.

Director Libby asks if he has three quotes.

Chief Joyce states that he does not.

Director Beem confirms that the company in Florida that is cheaper is not shorting them on any accessories.

Chief Joyce states that 49er only has the radio, and does not come with the antennae, but PW does.

Director Beem confirms that they have a clamshell form.

Chief Joyce states that those have a clamshell form, and the digital commander can't tell the difference. He would like to purchase four. One, to try out the digital, and also so that we have a couple spares in case of a radio glitch.

Director Miller asks if they use digital.

Chief Joyce states that digitals will work with the current system, so that they are ahead of the game in case Cal Fire changes. He hopes that the County will look at a County-wide radio grant when they do this. He has talked to Phil Anzo, and Jason Stone, the command center battalion chief, to see about this grant.

Director Kliewer makes a motion to approve the purchase of four digital compatible radios to purchase four radios not to exceed than \$6500. Director Beem seconds the motion. The motion carries 4-0.

Director Kliewer notes that he could purchase one at a time without going over the limit.

Chief Joyce prefers to bring it to the Board so it does not look like he is trying to hide anything.



**7d. CLOSED SESSION: Performance Evaluation of public employee Secretary Sarah Patania. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors—**Closed session begins at 11:11 a.m.

**7e. Disclosure of Action in Closed Session if any.—Board of Directors.**

12:00 p.m. resume.

The Board confirms that it was a positive review, and offers the Secretary a 2.5% increase in wages, up to \$15.38 per hour. Director Miller states that she has 30 days to reply.

Director Beem abstained from reviewing, since he had only been on the Board for one month.

**8. Next regularly scheduled Board Meeting, February 9th, 2015 at 10:00 a.m. at St #1.**

**9. Chief's Report and MSFPD Information Report to the Board—Chief Joyce**

Chief Joyce reports for the month of December 2014. (See Chief's report) He discusses call types and quantities and training information provided by Assistant Chief Duncan. He notes that there was a concentration on driver's training with Director Miller and Assistant Chief Duncan.

Director Miller states that Mark Bruni has passed his exam, with 17 hours training.

Chief Joyce states that Assistant Chief Duncan also spent several hours with him.

Chief Joyce adds that Mark Marshall will be coming up this Wednesday for additional training on drivers training which helps with the LPIP program.

Chief Joyce also notes that they had a live fire training on 01.03.2015 on Shasta Ranch Road. It was a very hot fire, but no one was hurt.

Also, we are looking at receiving the turnouts from the grant at the end of the month.

Annually, they had 636 calls, and an average of four responders for us, and three for the city. This is only three volunteers responding when you realize that there are paid members of each department.

Director Miller asks why this is happening.

Chief Joyce states that it just depends. The Cal-Fire employees usually fall off in the winter. Mark Bruni is here every day, he's a good kid who is committed to the job.

Director Beem states that you don't need everyone responding to a medical, but on structure fire you need more.

Chief Joyce states that this is where they get hurt when they have big vehicle accidents or structure fires with only 6 people responding.

Chief Joyce continues to discuss the 4<sup>th</sup> of July, and last year he wasn't busy at all since Cal-Fire took over. Tom Hastings is hoping to do the fireworks in the City up by the high-school baseball field. It has several pros. Safety will be easier. Better traffic control, less expensive fireworks since they don't have to be launched as high. Perhaps we should make up a brochure/flyer that answers questions about what it takes to volunteer. He states that we can do this right in front of the City Fire department close to where they will be selling shirts.

Director Libby states that it is expensive to go through the chamber to get a booth. Chief Joyce states that this is why they will do it at the City Fire Department. He will get with Matt, Tammy, and Sarah to go over bullet-points, and questions; i.e., what are the time constraints, what kind of training do I need, etc...?

Director Miller asks about whether Director Libby could sell auxiliary items, and combine with their auxiliary.

Chief Joyce states that we will do two tables, and do auxiliary shirts. We have already talked about this for the association and auxiliary shirts since there is so much foot traffic over there.

Director Miller has been asked by Deborra about obtaining a Mt Shasta Fire District cap. Chief Joyce states that he has one for her.

Chief Joyce states that Chief Melo has been off recuperating, he hopes to be back after the 31<sup>st</sup>.

He also reviews the gross and net amounts received from Strike Teams this season. (See Chief's report.) Chief Joyce notes his hours for December as 215, and Assistant Chief Duncan at 170.

#### **10. Discussion and Possible Action on Accepting Donations/MSFPD Association Updates—Director Libby.**

Nothing at this time.

#### **11. Mt Shasta Fire Protection District Newspaper article—Monthly Review**

The Board reviews and approves the monthly article.

#### **12. Fund Transfers**

None.

#### **13. Payment of the Bills**

Director Kliewer motions to pay the bills, Director Libby seconds the motion. Motion carries 4-0 with present Board participation.

Director Miller has a couple of questions about the bills. First, he asks about PNC and why we combined the payments.

Secretary Patania states that on the sheet in the warrant folder, she broke out the payments into Principle and Interest for the County to take them out of the correct accounts, but then they combine the amounts to send to PNC in one check.

Director Miller also asks about an hourly labor rate at ACE hardware.

Chief Joyce states that this was for a chainsaw repair.

Director Miller also notes that we got the Beaver Strike Team pay. He also asks Director Beem about EMT training reimbursement.

Director Beem states that it took five months. The paid staff should all be at EMT levels, basically anyone that is driving. He let this stuff go years ago, but went through all the steps, and that Assistant Chief Duncan is in the same boat. Also that Bruni needs to finish getting certified. We need to encourage them to do this. Director Beem states that minimum standards set forth from SSV recommends that they be at EMT level. This is not a new thing since it has been around for 40 years.

Director Libby excuses himself from the meeting.

**14. Board Comments and Questions: At this time, members of the Board may ask questions of staff, request that reports be made at a later date, or ask to place an item on a subsequent agenda on any subject within the Committee's jurisdiction. In addition, the Board members may take this opportunity to make comments on any topic that is not on this agenda; however, no deliberation may be conducted and no decision may be made on such topics.**

Director Beem states that we need to update the job description on an annual basis. We can put this on an Agenda item on an annual basis, with a separate list of annual items completed. Secretary Patania will work on how to phrase this for the next Board meeting. Director Beem states that we need to have a procedure for job description, as well as a section for performance summary within the year.

Director Miller asks Director Kliewer's opinion.

Director Kliewer states that we can add this to the policies and procedures to review and update job descriptions on an annual basis.

Director Miller asks whose evaluation is next month.

Secretary Patania states that it will be Chief Joyce.

Director Miller asks for other comments.

Secretary Patania reminds the Board that annual training will be on February 5<sup>th</sup>, at the Miners Inn, hosted by the County Clerk's office. There is not a specific time set, but once she learns of this info, she will let the Board know.

Director Miller states that this is very important for new Board members to attend.

**15. Adjournment 12:35 p.m.**