

**MOUNT SHASTA FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING AGENDA**

**WEDNESDAY, JANUARY 9TH, 2019**

**10:00 A.M.**

**600 MICHELE DRIVE**

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**CHAIRMAN ROBERT ASHWORTH**

**VICE-CHAIRMAN RICHARD KLIEWER**

**DIRECTOR MIKE HAMILTON**

**DIRECTOR CHAD MCCALL**

**DIRECTOR JACK MILLER**

**CHIEF MATT MELO**

**CHIEF RICK JOYCE**

**BATTALION CHIEF JOHNATHAN DUNCAN**

**SECRETARY CHRIS WEAVER**

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**ITEM:**

**REFE**

- 1. Call to Order, Chaplain to give Invocation, and Flag Salute**  
10:00 am Chaplain Bradley, Sheriff's Dept., gave the invocation and led the flag salute
- 2. Roll Call**  
Directors Ashworth, Hamilton, Kliewer and Miller present. Director McCall absent.
- 3. Approval of Minutes for the Regular Board Meeting of November 14, 2018 and December 12, 2018**  
M/S/C Kliewer/Ashworth (4-0) to approve November 14, 2018 minutes  
M/S/C Hamilton/ Miller (4-0) to approve December 12, 2018 minutes
- 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.**  
Former Board member and current volunteer, Jim Beem, expressed his concern about apparent lack of workers compensation insurance coverage for volunteers of the MSFPD. Coverage for an injury Beem incurred while on a fire was denied. Beem submitted a copy of the bill from Fairchild Medical Center in the amount of \$5,698.05 for emergency treatment on July 9, 2018. Director Ashworth said he would look into this matter.
- 5. Cash Report**  
As of 12/31/18, interfund cash balance is \$349,016.97
- 6. Old Business and Board Directives from Previous Meetings**  
None

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

**7a. Discussion and Action on appointing new Chairman and Vice Chairman for 2019 – Board of Directors**

M/S/C to appoint Director Ashworth as Chairman (Miller/Hamilton 3-0)

M/S/C to appoint Director Miller as Vice Chairman (Kliewer/Hamilton 3-0)

**7b. Board Approval of US Bank-Calcard Rebate: \$125.81**

M/S/C Miller/Hamilton (4-0) approved deposit of US Bank Calcard rebate in the amount of \$125.81

**8. Next regularly scheduled Board Meeting is for Wednesday, February 13, 2019 at 10:00 a.m.**

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

Chief Joyce read the December report. 53 calls, with an average of 5 responders per call.

Training Report: Training on medical assessments and airway management and CPR/AED refresher, good for 2 years.

Information Report: burned over 150 piles on the south end of town across from the Roseburg property. Only one structure fire – in Dunsmuir.

Director Kliewer asked about the barn fire on the corner of Dusty. Chief replied it was not on this report because it happened in January.

**10. Donations**

None

**11. Deposits**

- **\$22,241.73 Klamathon Fire**
- **\$21,970.03 Station Coverage**
- **\$27.50 Baker Restitution**

M/S/C to approve all deposits (Miller/Hamilton 4-0)

**12. Fund Transfers**

- **\$175,000 Allocation from #8000000 Contingency to #611000 Salaries and Wages for Strike Team Payrolls (Board needs to verbally ratify)**
- **\$44,212 Allocation of Klamathon and Station Coverage revenues #540800 to Salaries and Wages #611000 (\$24,906) and Special Departmental Expenses #728000 (\$19,306)**

M/S/C to recognize and approve all fund transfers (Miller/Hamilton 4-0)

**13. Payment of the Bills- A detailed list containing all payees and payment amounts will be provided during the meeting**

A fourth warrant was added to the Agenda packet for Lake Siskiyou Mutual Water Co. because that invoice was received the morning of the meeting. M/S/C to pay all bills (Kliewer/Miller 4-0)  
Director Hamilton inquired as to why we make quarterly payments to GSRMA for workers compensation and General Liability insurance instead of paying the balance in full to avoid finance charges of \$18.70 per quarter. Director Ashworth will follow up on this question.  
Director Ashworth requested a detailed reporting of revenue receipts from the Strike Team invoices as we go forward so the Board knows how much the District is receiving for wages, equipment, etc. Weaver will provide this breakdown in the future.

**14. Ratify Payroll Claims- Supporting documentation will be provided during the meeting**

- **Strike Team Payroll: Carr Fire**
  - **\$21,669.83**      **wages**
  - **\$9,729.34**      **Federal taxes**
  - **\$1,735.50**      **State taxes**
- **Strike Team Payroll: Klamathon Fire**
  - **\$8,801.49**      **wages**
  - **\$2,165.50**      **Federal taxes**
  - **\$188.46**        **State taxes**
- **Strike Team Payroll: Station Coverage**
  - **\$10,406.09**    **wages**
  - **\$2,622.82**      **Federal taxes**
  - **\$127.00**        **State taxes**
- **Strike Team Payroll: Stone Fire**
  - **\$24,929.65**    **wages**
  - **\$7,723.10**      **Federal taxes**
  - **\$789.80**        **State taxes**
- **Strike Team Payroll: Station Coverage**
  - **\$23,121.49**    **wages**
  - **\$8,401.36**      **Federal taxes**
  - **\$1,253.33**      **State taxes**

- **Strike Team Payroll: Delta IA Fire**
  - \$2,227.81 wages
  - \$420.38 Federal taxes
- **Strike Team Payroll: Delta Fire**
  - \$21,375.54 wages
  - \$6,402.10 Federal taxes
  - \$823.91 State taxes
- **Regular Payroll: 12.07-12.20.18**
  - \$636.08 wages
  - \$ 114.04 Federal taxes
  - \$2.90 State taxes
- **Annual Uniform Allowance**
  - \$2,236.75 wages
  - \$454.50 Federal taxes
- **Strike Team Payroll: Station Coverage**
  - \$3,322.32 wages
  - \$1,007.92 Federal taxes
  - 87.72 State taxes
- **Regular Payroll: 12.21.18 -01.03.19**
  - \$225.49 wages
  - \$37.36 Federal taxes
- **Stipend Payroll: 10.01-12.31.18**
  - \$646.45 wages
  - 107.10 Federal

M/S/C Miller/Hamilton (4-0) to approve all payrolls

**15 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 Miller will make a copy of the District’s Fund Accounts chart for Director Hamilton. Director Ashworth requested a copy as well.

Director Kliewer requested each Board member receive a copy of the Chief’s report in their in-box along with the Board meeting Agenda prior to the Board meeting.

Director Ashworth shared that he had received a phone call from County Counsel, Dana Barton, on December 20, 2018, asking if the Board was satisfied with the resolution of the fund transfer for strike team payroll. He told her we were satisfied.

Director Miller handed out an accounting of the restitution payments from Chris Baker to the District, which Miller had obtained from the County. The Board is still not clear what the remaining balance is that is owed by Baker. It appears to be \$4,183.48. Baker’s final hearing on this matter is January 23, 2019. In speaking with Don Quinn, Deputy District Attorney, Miller understood Quinn was recommending a warrant be issued for Baker’s arrest for non-compliance with Baker’s probation. However, other Board members understood Baker could actually make a final payment to clear his balance on January 23<sup>rd</sup>, but his charges would probably not be reduced to a misdemeanor if this happens.

Director Ashworth shared that he had stopped in to take a look at Hat Creek's new fire station. They had constructed this station with grant monies. Ashworth asked if this was something we should look into, especially as it might apply to Station #2. Chief Joyce stated Kathy Wilson was checking regularly on the availability of construction grant monies.

Director Ashworth reminded the Board they were each responsible to update or take their Ethics and Harassment Training through Target Solutions. The Chief stated he would follow up with Assistant Chief Duncan on this matter.

**15. Adjournment**

M/S/C Miller/Kliwer (4-0) to adjourn at 10:55am.

Submitted respectfully,

Secretary Weaver

Approved,

Chairman Ashworth