

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

WEDNESDAY, JANUARY 29, 2020

10:00 A.M.

600 MICHELE DRIVE

CHAIRMAN ROBERT ASHWORTH

VICE-CHAIRMAN JACK MILLER

DIRECTOR MIKE HAMILTON

DIRECTOR RICHARD KLIEWER

DIRECTOR

CHIEF MATT MELO

CHIEF RICK JOYCE

BATTALION CHIEF JOHNATHAN DUNCAN

SECRETARY CHRIS WEAVER

ITEM:

- 1. Call to Order, Chaplain to give Invocation, and Flag Salute**
10:02 a.m. Richard Kliewer gave invocation and flag salute
- 2. Roll Call**
Ashworth, Hamilton, Miller, Kliewer and Joyce – present Melo, Duncan – absent
- 3. Approval of Minutes for the Regular Board Meeting of December 18, 2019**
M/S/C (Kliewer/Hamilton 3-0) to approve December 18, 2019 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.**
None
- 5. Cash Report for December 2019**
\$494,967.86
- 6. Old Business and Board Directives from Previous Meetings**
 - 6a. Progress report on 5-year plan for District/City**
Chief is reviewing a partial plan. Goal is to match up with the City's plan.
 - 6b. Weaver asked AGT, Jill Tofoya, about omitting Management's Discussion and Analysis from the 2017/2018 Audited Financial Statements. Tofoya said that was permissible and not unusual.**
No discussion

6c. Hamilton report re: maximum interest on Cash Funds available to the District

Hamilton reported he found the standard operating procedure for County agencies like ours is to use LEIF which yields about 2%. No discussion.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Board to review 4th Quarter Balance Sheet, Profit and Loss Statement and Cash Flow Statement

No discussion. Board approved.

8. Next regularly scheduled Board Meeting is for Wednesday, February 19, 2020 at 10:00 a.m.

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

82 calls 3:45 minutes Average Response Time Average 5 responders/call

Only two trainings due to holidays: forcible entry training with the new door prop and training on equipment location and use on all apparatus. We have 3 or 4 new volunteers.

10. Donations

None

11. Deposits

- \$ 27.50 Baker restitution (12/27/19)
- \$ 6,426.75 State of California payment for Cover Assignment Strike Team
- \$ 18,958.93 State of California payment for Station Coverage Strike Team
- \$ 2,377.38 State of California payment for Atkins Fire Strike Team

12. Fund Transfers

- \$ 18,959.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for Station Coverage Strike Team payroll
- \$ 2,378.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for Atkins Fire Strike Team payroll
- \$ 6,427.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for Cover Assignment Strike Team payroll

M/S/C (Hamilton/Miller 4-0) to approve fund transfers.

13. Payment of the Bills – a detailed list containing all payees and payment amounts will be provided during the meeting.

Added Kliewer December Board stipend to the list. Ashworth questioned large Pacific Power bill for Station 2. Chief will follow-up.

M/S/C (Miller/Kliewer 4-0) to approve payment of all bills.

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

- **Regular Payroll: 12.06 0 12.19.19**
 - \$ 343.99 wages
 - \$ 57.02 Federal taxes

- **4th Quarter Stipend Payroll: 10.01.18 – 12.31.19**
 - \$ 1015.85 wages
 - \$ 168.30 Federal taxes

- **Quarterly CA UI and ETT: 10.01 – 12.31.19**
 - \$ 2872.15

M/S/C (Hamilton/Miller 4-0) to ratify all payroll claims.

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.

Kliewer asked how Weaver’s knee rehab was coming. Weaver replied rehab was doing well.

Kliewer asked if the District should be considering upgrades at Station 2 since we have quite a bit of cash on hand. Chief said upgrades will be part of the 5-year plan and involve a new metal building. This year Will just be clean-up and maintenance on existing building and property.

16. Adjournment

M/S/C (Miller/Kliewer 4-0) to adjourn at 10:36 a.m.

Respectfully submitted,

Secretary Weaver

Approved,

Chairman Ashworth

