

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

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MONDAY, FEBRUARY 9<sup>TH</sup>, 2015

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**ITEM**

1. **Call to Order, Invocation, and Flag Salute.** 10:00 a.m. Invocation by Chaplain Jim Crabtree.
2. **Roll Call.** Directors Kliewer, Beem, Miller, and Anderson present. Director Libby absent.
3. **Approval of Minutes for the Regular Board Meeting of January 12<sup>th</sup>, 2015.**  
Director Miller motions to approve the minutes for January 12<sup>th</sup>, 2015; Director Kliewer seconds the motion, and motion carries 4-0 with Directors Kliewer, Beem, Miller, and Anderson 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.  
No public present.
5. **Cash Report** \$123,317.83 as of January 30th, 2015
6. **Old Business and Board Directives from Previous Meetings**
  - 6a. **Discussion and Possible Action on reviewing potential PTO policy.—Director Libby**  
Tabled. Director Libby not present.

(Item re-addressed after Director Libby arrives. See item 6c.)

Director Libby states that we have had some information from our insurance provider and payroll attorney who suggests we separate the sick pay and vacation pay. We also have some new information about a new California law requiring paid sick leave per year. This goes into effect in July of 2015. We have to offer at least 24 hours of sick leave per year. We can offer more, but at least 24 hours.

Director Miller attempts to clarify this information. 48 hours equals two days on a clock, but a person works 40 hours a week.

Director Libby states that it is required for 48 hours.

Director Anderson states that it is 48 hours of work.

Director Miller confirms that it doesn't have to be Monday or Tuesday then.

Secretary Patania asks, through the chair, if this applies to part-time and full-time employees.

Director Libby states that we need to re-evaluate our policy on this. It did talk about part-time, but did not outline what part-time meant.

Director Anderson states that part-time used to be 32 hours per week.

Director Libby continues and states that sick time does not need to be paid out when a person is terminated, according to the new law. Vacation time, would need to be paid out at termination. He states that there is no "use it or lose it", but that we can put a cap on this so that we encourage the employees to take a vacation. We will continue to work on this.

Director Anderson asks that this is kept on the agenda.

Director Libby states that there are three options with the vacation time. One is automatically given 10 days for 0-2 years, or an accrual of 3.7 hours per pay period.

Director Anderson suggests that we do the accrual.

Director Libby adds that most accrual dates begin at the hire date, not the beginning of the year.

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

Director Kliewer discusses that we will need new hoses for the engines. The estimate is \$3600 for a single engine.

Chief Joyce states that Chief Melo is getting a quote from Cascade. We will try to get a combined order with Dunsmuir and the City to get a discount.

Director Anderson asks why we need to do this.

Chief Joyce states that the biggest issue is, if we go to a structure fire we have to clean the hose, and let it dry. It is a spare set for the engine that we can rotate. We have about 600 ft of 1 ¾" and 200 feet of 2 ½".

Director Kliewer states that this does affect the budget, and we should plan on reviewing the inventory early in the year next year prior to our budget.

Chief Joyce adds that he and Director Kliewer should meet before July's Board meeting. He would like to go through the storage and itemize. He would like to do this the second quarter. (End of June 2015)

Director Kliewer asks that the Secretary calendar this item and make an agenda item for the agenda to update our inventory in the 2<sup>nd</sup> quarter.

Director Anderson asks the Chief if they can have a Budget meeting pursuant to this item.

Chief Joyce states that they can meet in March.

(Director Libby arrives at 10:10 a.m.)

Director Beem asks that the age of the hose be placed in the inventory.

Chief Joyce states that this may be a challenge as the hose was purchased prior to the split.

Director Miller asks about the hose on 4611.

Chief Joyce states that 4612 & 4611 engines have newer hose, but nothing to swap out with. He would like to get at least one set to rotate out if he needs to.

Director Anderson confirms that we want to add additional reserve hoses.

Director Beem states that you are supposed to keep it for a certain length of time, because it expires. He thinks that it is 10 years.

Director Kliewer states that we will put this item on the agenda again either in June or July.

Director Anderson acknowledges that Tom Haistings has arrived.

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

No issues.

Director Miller suggests that we move back to item 6a since Director Libby is present.

**6d. Discussion and Possible Action on purchasing a Type III Engine for MSFPD.—Chief Joyce**

Director Anderson thought that this was done.

Chief Joyce states that we are going to leave this on the agenda until we buy something so that the Board can be updated.

Director Anderson confirms that the check for the engine we thought we were going to purchase went back to the County.

Secretary Patania confirms that she personally delivered it to the Auditor's office.

**6e. CLOSED SESSION: Labor negotiations with public employee, Secretary Patania.—Board of Directors—10:08 a.m.**

**6f. Disclosure of Action in Closed Session, if any.—Board of Directors**

**10:39 a.m. Reconvene.**

Director Anderson confirms that the Board has approved that Secretary Patania will have a range of work hours from 12-16 hours per week, and they will allow the Secretary to keep the raise of 2.5%.

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

**7a. Discussion and Possible Action regarding EF Recovery.—Chief Joyce**

Chief Joyce turns this over to Secretary Patania. He adds that this program was originally implemented while Chief Baker was here.

Secretary Patania states that the EF Recovery is something that the Auxiliary has been handling, but that it was brought to her attention recently when the Chief discovered that he was able to bill for the responders to certain calls. Secretary Patania asks the Chief to relate what type of incidents they are specifically.

Chief Joyce states that these incidents would be traffic accidents, negligent acts, and it is another way to reimburse our firefighters. It is paid out at an hourly rate like a Strike Team.

Secretary Patania states that she took this information to the auditor's office to find out how they would like it handled, and they came back stating that we needed to make sure that we had a fully executed agreement and that it had been approved in an open session, which we have done with a Resolution in November 2014. We went back to find out about what had been done when it was originally established, and it looks like it was on an agenda in 2008, but apparently never made it to the minutes for that month. We wanted to make sure that the Board knew this and what was happening with it. Chief Joyce has some ideas about how he would like it handled. Either we can place the entire amount with the County, or the auxiliary will have to write a check to the District for the wages portion, but it is up to the Board how they would like to handle this.

Director Anderson asks if we need to do another Resolution.

Secretary Patania states that the Resolution should stand, but that we wanted to clear, because previously they didn't dot the I's and cross the T's.

Chief Joyce adds that when they went back to find the minutes from that meeting, and that they don't match anything.

Secretary Patania states that they also went back to look at the figures, and one of Jennie Ebejer's concerns was how do we substantiate the charges that we are making for these items. Chief Joyce had been using the OES figures, but went back to confirm that they were correct. We want to make sure that this has transparency.

Director Anderson asks if we need to put this into the Budget.

Chief Joyce states that it would be treated almost exactly like a Strike Team. The only difference is that the revenue account that it would come into would be different. The way that they send the invoice to us, it breaks it down by labor costs. It would be another benefit for the firefighters. The rest goes to equipment and consumables. He thinks that it would be best to put with the County since we are being reimbursed for labor. He thinks that this will make Ms. Ebejer happy.

Director Anderson asks how this affects the auxiliary.

Chief Joyce states that it goes through the auxiliary now.

Director Libby states that for now these checks come to the auxiliary, and then they pay for equipment directly out of that account. They keep a separate set of books for this.

Director Kliewer asks if this process needs to be reviewed by the person who audits our books that this is an appropriate way to handle this.

Secretary Patania states that she can contact our auditor at Aiello, Goodrich, and Teuscher if they would like.

Director Kliewer states that now we become accountable for these funds, and before we do this, it would be good to contact them. We are also accountable for the disposal of those funds.

Secretary Patania states, through the chair, that the purpose of doing this is two-fold; that if we are charging for labor that this needs to be reimbursed to those that are responding, and so that there is transparency to the District to the County, and she is happy to follow up with Steve Dragaset, but it is likely that he will say that if the County is directing how we should handle these funds, then we should comply with their request. But she will go ahead and follow up with Steve.

Chief Joyce states that what they handed out was just the agreement to EF Recovery.

Director Libby asks how we should handle this.

Secretary Patania states that it would be best to start to have a motion on how the Board wants to handle these funds, since we already have a resolution about the fact that we are billing for these items, we just want to make it clear where these funds are being deposited.

Director Libby motions to pass EF Recovery funds to county auditor rather than depositing with the auxiliary. Director Anderson 2nds and the motion carries 5-0 with full Board participation.

**7b. Discussion and Possible Action on updating current employee job descriptions with potential for additional annual performance report for employees of the MSFPD.—  
Director Beem**

Director Beem states that we need to have job descriptions from entry to the top. We need to get something in writing because a volunteer isn't really a volunteer since we are paying them per call. This includes the Chief, Assistant Chief, Secretary, and volunteer.

Chief Joyce asks Chief Melo if he has a job description for the volunteers.

Director Libby states that Davis wrote something years ago.

Director Anderson states that we attended training for the Board last week, and asks an aside about indemnification for the Board members.

Secretary Patania states that she is checking into this.

Director Beem asks to have this tabled and Chief Joyce states that he can meet with Beem mid-month.

**7c. CLOSED SESSION: Performance Evaluation of public employee Chief Rick Joyce. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors—**Closed session began at 10:56 a.m.

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

At 11:47 a.m., the meeting resumes and Director Anderson states that it was a positive review.

**7e. Discussion and Possible Action regarding potential adjustment in compensation for Chief Position.—Board of Directors** Director Anderson states that the Board has agreed unanimously agreed to increase from \$59,000 to \$60,000 annually, with the knowledge that we are topped out. We will address obtaining additional revenue at a later date. He asks if this is acceptable to Chief Joyce.

Chief Joyce agrees, and thanks the Board.

Director Miller states that he has 30 days to respond.

Secretary Patania clarifies what item we are on after some discussion from the Board.

Director Anderson confirms that we are on 7e, and then goes on to discuss updating the job descriptions.

Chief Joyce states that after he receives them from Chief Melo, he will review them with Director Beem, and bring it back to the Board.

**8. Next regularly scheduled Board Meeting, March 9th, 2015.**

Director Anderson comments that he enjoys receiving the reminder for the meeting through Outlook.

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

Chief Joyce reads from the Chief's report for January calls. (See Chief's report) He also reads the Assistant Chief's training report. Multiple agencies attended the live fire training on 1.3.15. It is one of the best trainings you can actually get. Everyone was

recertified for CPR and AED. Mark Bruni received his Class B license. Rope rescue training was done on Mott Road with Dunsmuir and Mt. Shasta City. They also reviewed how to operate the radios. The firefighters need to know how to do the command channel, and the tack channel. Adam Heilmann took the lead on this.

We received our ISO rating. We still are at a 4, which is good. He has the report, which is large, and breaks down the points system.

Director Anderson would like a copy of this.

Chief Joyce states that we are at 64.9 out of 100, which is a Class 4. You need a 70 for a class 3, and we are going to try to aim for the 70 points. This will be done every three years now, but it only takes an hour or so.

Director Anderson asks what the range is.

Chief Joyce states that it is 1-10. The four is a very good rating for a rural fire department.

Director Libby states that we have the same rating as the City of Redding. State Farm uses zip codes instead of ISO ratings, which is why he switched to AAA. Since we do not have a hydrant system, we automatically qualify for alternate water supply, if we maintain the same level of water tender or get a better one. We will not have to do that test again. We also have an insurance letter that we can send out when requested.

Director Beem states that we probably can't get higher than a 3, right.

Chief Joyce states that 3 is going to be pushing it for us.

## **10. Discussion and Possible Action on Accepting Donations/MSFPD Association**

### **Updates—Director Libby.**

Enchilada sale is the 20<sup>th</sup>, presales are happening now. \$12 a dozen. Proceeds benefit the City and District auxiliary.

Director Anderson asks about the Fisherman's breakfast, and if we are doing it jointly.

Director Libby states that we are doing a dinner jointly with the City. The breakfast doesn't bring in nearly as much revenue as the dinner, but the community does enjoy it.



Chief Joyce states that this is going to be April 25<sup>th</sup> for the dinner. Secretary Patania notes that we have received a dresser from Ron's Furniture for Station #2. Director Libby motions to accept a dresser donated from Ron's Furniture for Station #2. Director Anderson seconds the motion, and the Board accepts the donation unanimously.

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

Director Beem asks if the volunteers are still volunteers.

Director Libby states that they are.

Secretary Patania states that when she asked the auditor's office this question, and that they stated still are volunteers, but we are taking taxes out because of the increased number of calls. It is confusing. Many of the Districts have this question, and we saw that many had that question at the Board training.

Director Anderson states that they are not considered a stipend anymore.

Director Libby excuses himself at 12:05 p.m.

Director Anderson discusses this with Director Beem about how we are trying to make ourselves visible to the community.

Director Beem asks if we should put it in the article that the volunteers have paid calls. Would this be more enticing?

Director Anderson states that the citizenry should be aware of this.

Director Beem wonders if this would be a lure to the public.

Chief Joyce states the only problem he sees is when the Board goes for a tax increase, the public might say that we are paying the volunteers.

Director Kliever suggests that they could be called "paid call volunteers".

Director Anderson asks Secretary Patania to add this phrase to the news article.

Director Miller asks if it went up to \$10.

Chief Joyce states that it is still \$7.

Director Beem asks if it is going to hourly instead of per call.

Secretary Patania states that this will be on next month's agenda.

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

\$12,980 from 552600 to 611100

\$32,000 from 540800 to 728000—Secretary Patania notes that this should have been placed in the Fixed Assets account because it is for equipment that is over the fixed asset threshold of \$2,500, and that she has made a correction to it. She also notes that an additional \$65,000 is to be placed in wages to cover the estimated payroll through end of fiscal year since we exhausted the budget with the strike team payments. The initial transfer of \$12,980 was to cover through the February Board meeting. We are also transferring an additional \$30,000 to Special

Departmental Expense to cover estimated expenses through the end of the current fiscal year.

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

Director Miller motions to approve the bills for February, and Director Kliewer seconds the motion. Motion carries 4-0 with Director Kliewer, Director Beem, Director Miller, and Director Anderson participating. Director Libby absent.

### **13. 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 Kliewer states that we forgot to make a public report of the Board Training from this month. We should try to remember to do this when we participate in a conference or training. He feels like it needs to be an agenda item so that the public knows we are doing our job. The Chairman can assign a Board Member to this. Director Anderson assigns Director Kliewer to this assignment.

Director Miller asks about the records retention policy and whether we have one or not.

Chief Joyce thinks that the State mandates this. We need to make an agenda item for this next month. He notes that we do need to find out what it is.

Director Miller also asks about the EF Recovery compensation and how this will affect the pay that the volunteers receive and how it will affect the stipends.

Chief Joyce states that there will be an agenda item for next month.

Director Kliewer asks about the credit card charge from Hawaii.

Chief Joyce states that these were neoprene seat covers for 4601.

### **14. Adjournment 12:19 p.m.**