

REGULAR BOARD MEETING AGENDA

10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN RICHARD KIEWER

DIRECTOR JACK MILLER

DIRECTOR JAMES BEEM

DIRECTOR ROBERT ASHWORTH

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

MONDAY, FEBRUARY 8TH, 2016

ITEM:

1. **Call to Order, Chaplain Paul Leeman to give Invocation, and Flag Salute.**

10:05 a.m.

2. **Roll Call.**

Directors Ashworth, Beem, Miller, and Kiewer present. Director Anderson absent. Director Miller mentions that Secretary Davis is absent, and former secretary Sarah Patania is filling in.

3. **Approval of Minutes for the Regular Board Meeting of January 11th, 2016.**

Director Miller points out an error on page 5, in the second to last paragraph. "So until the sleepers can be housed at Station 2, which is staffed every day, and is easier to keep an eye on things, the program is put on hold." Station 2 needs to be changed to Station 1.

Director Miller motions to approve minutes from January 11th, 2016. Director Beem seconds motion. Motion passes, 4-0.

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**

As of January 31st, 2016, the interfund cash balance is \$123,317.83. (Note: This amount was actually the balance as of 01/31/2015, which is located in the same report. The correct 01/31/2016 balance was \$110,425.53- Secretary Davis).

Chief Joyce estimates that approximately \$70,000 is still outstanding, to the District. Director Kiewer asks if that is from Federal or State, and Chief Joyce replies it is from both.

6. Old Business and Board Directives from Previous Meetings

6a. 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 would like to postpone this item until next month, as the City is working on their job descriptions, and he'd like the District's to tie together with the City's.

Director Kliewer tables this item until March 2016.

6b. Review MSFPD's Facebook page and website; take pictures of Board members to add to website. —Director Anderson

Director Kliewer holds this item until later in the meeting.

Director Kliewer comes back to this item and tables until next month.

Director Kliewer moves on to Item 13.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Special District Training, February 24th, 2016— Director Kliewer

Director Kliewer states that he wanted this as an agenda item to remind the Board that the training is Wednesday, February 24th at 9 am, and to give notice to the public that there is a special district training. He'd like to see this as an agenda item next month to briefly discuss the meeting and what may have been reviewed or learned. Director Kliewer states that he feels it is important for the community to know that the Board and the staff are continually being trained, and are aware of information that is pertinent to special boards. This will provide a public record, and show that the Board takes their directorship seriously.

7b. Removal of Item #10 from future agendas. —Director Kliewer

Director Kliewer states he is unsure why his name is attached to this agenda item, and defers to Chief Joyce. Chief Joyce states he thought this item had been removed already. Director Miller states that he brought this matter up at the last Board meeting, per a discussion he'd had with Chief Joyce. They both feel this is now unnecessary, as the paper is running a weekly report.

Director Kliewer suggests that this item be brought up quarterly, or mid-year, to remind the Board that the newspaper article is happening and the Board doesn't forget it altogether. Chief Joyce suggests it not be an agenda item, as it is something he could include in his Chief's Report. Director Kliewer thanks Chief Joyce for his idea, and states again that this could be discussed quarterly or bi-annually to remind the Board that they are still connected with the newspaper, and the promotion of Mt. Shasta Fire, and the District's connectedness with the City.

Director Miller mentions that there will be a meeting tonight on matters that pertain to both the City and the District, and asks both Chief Joyce and Chief Melo if the paper will be covering that meeting. They state that the paper will be there.

7c. Discussion and Possible Action on cost sharing employees with Mt. Shasta City. — Chief Joyce

Chief Joyce states that the cost sharing agreement and resolution are in the agenda packets.

Chief Joyce states that he has been working on this for the past 5 or 6 months, and Director Anderson has been involved from the beginning. Director Ashworth asks Chief Joyce if he decides to retire or work somewhere else, if the Board would be able to do what the City has done, and have a Chief, a Captain and a firefighter. Chief Joyce states that right now that if he or Chief Melo were to retire, there would be one Chief, and two Battalion Chiefs. Through the Chair, Chief Melo states that the long term goal is to have a South County Fire (he mentions this has been talked about for years), and if it does come around to that, the base line is being set up now. The goal is to have one Chief and Battalion Chiefs for the City, the District, Dunsmuir, McCloud, etc. He restates that this is a long term goal.

Director Miller asks once the agreement is approved, if Chiefs Joyce and Melo will start working on a chain of command structure to plan for this. Chief Melo states that they will start out with what they are proposing now; two Chiefs, Assistant Chief Duncan would become a Battalion Chief, a Captain, and a Firefighter. They have talked about having 2 Captains, instead of a Captain and a Firefighter, and have a livable wage for both the new employees, and he comments that we're still budget neutral. He corrects himself and states that between both the City and District's budgets, we are \$11,000.00 in the black for employees. He comments that the City has a pretty good benefit package, and states that Chief Joyce, Asst. Chief Duncan, and the new employees will have benefits that include PERS, insurance for medical, dental, and vision.

Director Ashworth asks about retirement benefits. Chief Melo states retirement benefits are terrible, and comments that very few have good medical retirement benefits anymore. He states that the City is no longer in PERS medical, and is now Teamsters, which is very good insurance for a lot less money. Employees get a flex dollar amount through the City, to help pay for copays, etc. They receive a debit card and \$1300 every year, which rolls over if it is not spent, and is another form of retirement, so to speak. Once retired, employees would have to pay for the medical if they want to keep it.

Director Miller asks if City employees have to pay monthly union dues, as the insurance is through Teamsters. Chief Melo states that the fire department is not part of the union, but he believes the PD and Public Works are. He mentions so many employees per division are needed (he thinks 5) to join the union, which they would be able to do now. He states that he and Chief Joyce would be unable to join the union, as any supervisor over a Chief can't be in the union.

Through the Chair, Secretary Patania asks Chief Melo if the agreement addresses strike teams. Chief Melo states that it does, and he believes it is located in the section describing what the District will pay

to the City. While he is looking for it, Chief Joyce states that he doesn't remember it being in the agreement, but the agreement doesn't affect that issue. Chief Melo explains that it was in the agreement at one point, and when it was sent to the City attorney for review they were told they had gone overboard on operational costs. The City and the District are only cost sharing for employees. Everything else within the District and the City will stay exactly the same. He gives the following example: If Engine 4613 was sent out on assignment with one District and two City volunteers, and that engine makes \$10,000.00, all of that money would go to the District, as it is their engine. The portion for the employee costs would be calculated by Chief Joyce, and a check would be sent to the City to pay their employees. Chief Joyce states that we already do this. He mentions that the gross amount due to the employee would be sent to City, and the City accountant would take out the taxes and pay the employee.

Chief Melo states that the District Board would be remain in charge of the District's operational costs. Director Miller asks if the City and the District would remain two separate entities, two different fire departments that are merged. Chief Melo replies yes. He gives the example of San Bernardino City and San Bernardino County, if they merged. The employee costs are shared, but if the City wants/needs a new ladder truck the County isn't going to help pay for it.

Chief Melo reiterates that everything is going to stay the same except for the cost sharing of employees. He states this issue originally came up for two reasons. First, PERS would be available to District employees. Second, when the City's Assistant Chief position became vacant, Chief Melo had wanted to hire two seasonal employees. He spoke with Chief Joyce about joining money for employees, so Chief Joyce and Assistant Chief Duncan could have a livable wage with benefits, and hire two more people with a livable wage and benefits. They went to Muriel, crunched all of the numbers, and found that it wouldn't cost the District or the City any more money and they would gain two new employees. He corrects himself, and states that both the District and the City would gain 5 employees, as they would work for both entities. This agreement gives Chief Joyce and Assistant Chief Duncan better pay and better benefits.

Chief Joyce states that this agreement also allows Chief Melo to take some time off, as right now he has no one working with him. This agreement would allow more flexibility for Chief Melo and Chief Joyce to cover each station as needed. Chief Melo points out that Chief Joyce would still be the District Chief, as he [Chief Melo] would still be the City Chief, but the District Board Chair and the City Manager will be involved in the employee evaluations of both Chiefs. The Chiefs will both evaluate the Battalion Chiefs and the Captains. Director Miller asks if the District Secretary would still be evaluated by the District Board or if the City would be involved as well. Chief Joyce states the District Secretary will be the only employee on the District payroll. Director Miller clarifies that the Board would regulate or suggest step raises, or other things, pertaining to the Secretary and would not be involved with the City's Secretary. Chief Joyce states that currently his and the Assistant Chief's wages are capped, as there is not enough money in the budget to go any higher.

Director Ashworth comments that now we're going to be Mount Shasta Fire Department. Chief Melo states that another issue they've had in the past is signing documents, like pay documents. Now they have to wait for Chief Joyce or Chief Melo to sign. This agreement would allow any of the 5 Fire Department employees to sign for the District or City, like if Cal Fire comes in with their contract for the pay. Both the District and the City would retain their individual Employer Identification Numbers, and the monies would go to the entity owed to.

Director Miller states that in the past there have been incidents where the District has made purchases, and the City gets billed, or vice versa. Chief Joyce states that this still happens by accident. Director Miller comments that if we are now Mount Shasta Fire there will be no separation. Chief Melo replies that the District and City equipment will remain the same. Any purchases each entity makes would still be District or City billing. When a mix-up happens it is easy to fix.

Chief Melo states that he wants to make sure that the Board is aware that this doesn't have to be approved if there are any questions, concerns, other comments, or any items the Board would like to review. It doesn't have to be approved today. The City attorney has gone through this several times and is very confident in the content and the way it is written. The attorney told Chief Melo to make it simple, as Chief Melo had originally made it too complex. Chief Melo comments that he doesn't want the Board to feel pushed into making any decisions, and he will do his best to answer any questions the Board has.

Director Miller asks who the City's County Counsel is. Chief Melo replies that it is John Kenny. Chief Melo comments that he is a really good guy and has been with the City 10 or 12 years now. Chief Joyce states that County Counsel, [Brian Morris], looked over the agreement, and had some questions. Chief Joyce was able to answer them, and Brian had no further concerns. Chief Joyce informs the Board that one of Brian Morris' questions was concerning post-employment benefits, and if they would be provided by the District or the City. Chief Joyce reiterates that they are not provided by either the City or the District, but the City has a retirement benefit package. Chief Melo reiterates that they can pay out of pocket for post-employment benefits.

Director Kliewer asks if there is a document that Brian Morris has signed that the Board can refer to showing that he has reviewed this agreement. Chief Joyce replies that there is not, and Brian Morris is available as an opinion to the District, as needed. Director Kliewer states that when he first started as a Board member, County Counsel always reminded the Board to get their counsel, as the Board members can be held individually liable for anything they sign. Director Kliewer states that he thinks a big component of this agreement is that the Board receives good counsel. Chief Joyce states that he has the emails of his and Secretary Davis' communication with County Counsel. Director Ashworth comments that it seems like when the Board first became involved with County Counsel, the date and counsel given would be recorded, and the County Counsel office would keep a record as well. Director Kliewer comments that the County Counsel would have to keep records of questions and requests from entities in the County as part of their responsibility. Chief Joyce comments that all of Brian Morris' emails have a "blurb" at the bottom stating "confidential, attorney client privilege". He also informs the

Board that he has a County Counsel file that he prints and saves everything in. Secretary Patania asks Chief Joyce a question. [I can't hear on the recording.] Chief Joyce replies that it is because she [City Clerk?] requested it. Larissa sent it to County Counsel, not Chief Joyce or Secretary Davis. Chief Melo comments that they were trying to keep it to one point of contact. Chief Joyce comments that technically Brian Morris cannot answer questions for her, as he works for the County, not the City.

Director Kliewer comments that the agreement looks excellent and beneficial to both entities. He states that his concern is if the positive relationship between the two departments were to break down, the District would be a separate entity again and would not have the resources to accomplish the new pay scale. He states that it is important to realize that this is a financial fact, and would cause some anxiety to the Board, as additional pay has been promised to the Chief, Assistant Chief, and a Firefighter, without resources to maintain it. He comments that he spoke with Chief Joyce regarding this concern, and Chief Joyce mentioned that eventually the engine would be paid off, providing an additional \$40,000 a year to the budget. Chief Joyce states that the agreement requires a 90 day notice to terminate the agreement and he would hope that the Board and the City Council, or City Manager, would be able to resolve any conflict in that three month period. Chief Joyce comments that the biggest conflict in the past was combining both departments' total budgets, and having to go to both a Board meeting and a City Council meeting just to purchase a tire. He doesn't believe that the employees were ever a problem. Chief Melo states that personnel would be employees of the City. So if it ever came down to terminating the agreement, the District would be able to list openings for a Chief and Assistant Chief at whatever wage they could afford. The City, in turn, would have to lay someone off. Chiefs Joyce or Duncan could reapply at the District if they so choose. Chief Melo states that in the near future he is hoping the City and the District would be able to go out for a special fund, or special measure, for paid employees. He thinks they would have a better shot as one entity, and it wouldn't be a big cost to the tax payers.

Director Ashworth asks, if in the event of a conflict between the City and District at a higher level, if we could get by with the Board Chair dealing with the City Manager, rather than the Council. Chief Melo states that this was also a concern of a Council member and the City manager. It would work well for one Board member to work with the City manager, and for the City Council to address any concerns through the City Manager.

Director Beem asks for clarification as to whether Chief Joyce would be an employee of the Board or the City. Chief Melo states Chief Joyce would be a City employee, but the District Fire Chief. In Chief Joyce's absence, Chief Melo would cover. Chief Joyce would still be under the Board, along with the City Manager, for evaluation. Chief Joyce states that it is a little confusing, as there are currently two Chiefs. But if one of them were to retire, Mount Shasta Fire would have one Chief that would report directly to both the District Board and the City Council. Director Miller comments that he would break it down into A, B, and C shifts. Chief Melo tells Director Miller he is on the right track, and states once there is one Chief, he would work Monday through Friday, and the Battalion Chiefs would work shifts. He states that Susanville is set up the same way that Mount Shasta Fire is headed, though they are geographically

smaller than the District and City combined. They have a lot more people, but run less calls than Mount Shasta with nine paid employees and a Chief.

Director Kliewer asks if Susanville has implemented a joint venture. Chief Melo replies they have not, but they implemented the A, B, and C shifts with Battalion Chiefs and Captains. Chief Joyce asks if they have 3 on every day. Chief Melo answers yes.

Director Kliewer asks if this employee cost sharing agreement is modeled after any other communities' agreement. Chief Melo replies that he used a law enforcement agreement, but cannot remember from which city, and Fort Bragg. He spoke with the Chief at Fort Bragg quite often about when they combined. They had one Chief, Battalion Chiefs, and a bunch of volunteers. They still share costs, but it has hurt them a little with grant funding. He comments that Mt Shasta Fire can still go out as the District Fire Department for a water tender, and Mt. Shasta City Fire for a ladder truck. Between the two departments, there is a half million dollar budget.

Director Kliewer mentions that in the past, the Board had intended to pass a measure increasing the property tax share for the citizens. A measure was put on a ballot and it passed by majority, but not the two thirds majority the Board had suggested. At this point in history, the State of California put a fire tax in there. (in the ballot?) Director Kliewer comments that it doesn't look positive if we put another measure on the ballot asking \$20 more from everyone, which is insignificant, but would be a significant amount over the total. He states that one of his concerns is the ability to pass an increase if we look well financially. He comments that we do need one and asks how we would justify asking for more. Chief Melo states our lack of volunteers would be the main reason. Chief Joyce agrees. Chief Melo comments that there are no jobs here, per say. It is hard to find volunteers. He mentions that it is not just the fire department struggling with this. They tried to do a community policing program and had one applicant. Director Ashworth corrects him and said there were five. Chief Melo asks how long that lasted and Director Ashworth replies only two meetings. Chief Melo comments that the 120 hours of training, and other standards, that are required to volunteer, are prohibitive to keeping volunteers. He also comments that half the people can't pass a background before they even get to the training part. Director Ashworth comments that the employer is then liable, and needs to be picky. Chief Melo states that he hopes he has answered Director Kliewer's question. He states he has been asking the Mt. Shasta City Council for the last five years what the City wants to provide to the public and what does the public expect of the fire department. Do they want them to show up to medical aids and fires and be proficient? Or are they looking for the bare minimum, which is equivalent to the cheapest insurance they can find? Does the public want 3 paid employees that can make a living in Mt. Shasta or do they want the status quo and hopefully someone will show up? He comments he believes this is the best way to push this to the public. It is up to them from there. He states we are fortunate that the guys we do have work for Cal Fire and they make enough money in the summer to live here and volunteer in the winter, but in the summer we work a lot of hours.

Director Kliewer comments that it is his personal opinion that when someone far away puts a rule on a piece of paper that basically says he can't go next door and help his neighbor put his garage fire out,

that is not reality because he has a personal accountability for his neighbor. We are living in a community, and whether or not he has a certificate he has a moral obligation to show up and help in a time of crisis. He states that he appreciates restoring the sense of community here because the community is not a line on a map. He states that his grandmother always used to say, "You're supposed to stand in the gap, so are you going to be a bridge or a barricade if you're standing in the gap?" He comments that this is bridge work, and is excellent. He also comments that he is not prepared to vote without John [Director Anderson] here to share his insights, and comments that he has appreciated his financial insights since he has been on the Board. Director Miller asks if this would constitute the need for a Special Board meeting. Director Kliever comments that he doesn't quite understand. Director Miller states that this evening there is a City Council meeting to accept this agreement. He asks if this item will be tabled for another month or would there be a special board meeting required to get everything signed and in order. Director Kliever asks the Board their opinion. Director Ashworth comments that he is in favor, and has one thing he would add to the bylaws under the Chairpersons job description. He would like to add that the Chairperson would be the sole negotiator with the City. He states that we can agree right now, but in five years the next Board might not agree. He comments that when you have everyone involved, including the City Council, negotiating these things it can go on forever. He would like to add "The Chairperson shall represent the Mount Shasta Fire Protection District in all negotiations with the City, relevant to the Employee Cost Sharing Agreement". Director Kliever asks if he would like to bring this to the Board next time as an amendment to the Board bylaws. Chief Melo asks if he would like to add this to the agreement. Director Ashworth replies no, just to the bylaws. He thinks this would keep it simple. The Board would be able to offer their input to the Chair, but he would sign documents on any changes that may sign up. Director Beem adds that this would be something to move forward with at another meeting, but is separate from this item. Director Kliever asks Sarah to write it down and have as an agenda item for the next meeting.

Director Melo comments that he wasn't sure if the Board caught that they would like to create positions for two Captains, instead of a Captain and a Firefighter as stated in Section Four, the second line. Director Miller asks if one of the Captains would be a current District employee or if it would become an employment position where all interested persons would apply. Chief Joyce replies that the only employees moving over to the City would be himself and Assistant Chief Duncan, as they are already employed. The other positions being created have to be applied for. Chief Melo comments that this would be at the approval of the District Board as well. The Chiefs want to fly these positions to be fair to everybody. Director Miller asks how many volunteer Captains are in the District at this time. Director Beem answers there are three; Tom [Haistings], himself [Jim Beem], and Troy [Wood]. Chief Melo replies there are two in the City. Chief Melo reminds the Board that these are all volunteer Captains. Chief Joyce states that in determining the chain of command they are thinking of giving the volunteer Captains a different color shield, or dropping them down to a Lieutenant. Director Ashworth asks why they would have volunteer Captains if they have two paid Captains. Chief Melo comments that once this agreement is approved, he, Chief Joyce, and Battalion Chief Duncan would have to sit down and go through this issue with the current Captains they have now. He comments that if the two Captain positions are approved now, we wouldn't have to go back at a later time. There is a fairly large

span between the Firefighter and Captains wages. By bringing them together, they could be a livable wage for both. Director Ashworth asks if there is enough money to do that. Chief Melo replies that there is, and that we would still be in the black. Director Miller asks if in the years to come when evaluating the Captains, if they'd be able to give them the 3% without hurting the budget. Chief Melo replies yes, and states that typically the City negotiates with the union. And the non-represented employees, like the fire department, get the same thing. Unless they go to impasse, then they negotiate their raises with the City Manager. He comments that as the District can't afford this, the City will cover this expense. He comments that this has been a discussion for the last 6-8 months, since the position opened at the City. Director Ashworth asks if there a 90 day clause allowing them to back out, if either the City or District decide they can't afford this. Chief Joyce informs him that the clause is located in item 2. Chief Joyce states that the \$150,000.00 that the District is contributing comes directly from the District budget items such as the Chief and Asst. Chief payroll, seasonal firefighter salaries, and actual workman's comp. figures for two full time employees. Director Beem asks if this would allow for two Seasonals each year. Chief Melo replies that he doesn't think there will be enough money to do that, unless both the City and the District put money aside from strike teams. Chief Melo mentions that the City's last payment for their engine is in April, and they have no plans to buy anything for the next few years. Director Ashworth comments that he would like to see the District get another water tender. Chief Melo comments that the City needs one, as well. Director Ashworth asks if the City and the District could jointly buy one. Chief Melo states that the City and the District could buy anything they wanted jointly, but would have to write into the agreement, if they were to split, who would pay out whatever was worth at that time.

Director Beem asks if the Board is ready to bring this to the Chair for a vote. Director Kliewer reminds the Board that his role as Vice Chair is to facilitate the meeting and any one of the members present can bring a motion forward. He comments that though his opinion is to wait, it does not preclude what the Board members would like to do. He comments that he is unaware if the community is aware of this item. Director Miller comments that this is why he had asked if the newspaper would be present at the City Council meeting tonight, as he thinks the citizens of both the District and the City should be aware of this, and what they can expect for their tax dollars. Director Kliewer states that some of the hesitation on his part is due to the fact that this is a big change, and to approve a big change in a meeting and all the people saw on the wall that they aren't paying a lot of attention to is the joint sharing of costs. He feels they might want to have some input, so he is hesitant. He states that by signing this resolution, the Board is committing themselves to at least 90 days before they could rescind it. He comments that as representatives of the community, he hesitates to jump on things a little too fast. He states that violation of the Brown Act means that this issue can't be shared all around [the Board], then come to the meeting, so the people are supposedly unaware that this is even happening. He asks the Board if he is making sense. Director Miller states that it is confusing, and after tonight it will become public knowledge. Director Kliewer replies that it would not become public knowledge prior to their vote. Director Ashworth interjects that it would and reads from the agenda, "7c. Discussion and Possible Action on cost sharing employees with Mt. Shasta City. — Chief Joyce". He comments that he is trying to remember back when the two departments split, and he doesn't

remember the split being an agenda item. Chief Melo comments that there were a couple of meetings, and then the decision was announced in the paper. He comments that the Board was voted in to make this decision, as was the City Council, but he understands the concern as it is a big step. He reminds the Board of the 90 day clause. He comments that with the way the City and District have been working together he doesn't think anyone could tell the difference as to whether he was a District or City employee. Chief Joyce comments that last year was the first full year of the agreement, and he still has people thinking he works for Cal Fire. He comments that if the public has any concerns, they can start coming to the meetings. Director Miller comments that he would like to vote now, rather than having a special board meeting or waiting until the next regular meeting. Director Kliewer asks who would like to make a motion. Director Beem motions to vote on the Mount Shasta Employee Cost Sharing Agreement. Director Kliewer points out that it is in the form of a resolution. He reiterates that Director Beem would like to make a motion to approve the resolution identified as 02082016-A. Director Miller seconds. Director Kliewer asks if there is any further discussion before they take a vote, as this is the first time the Board members have seen the document. Director Ashworth states he is more than satisfied. Director Kliewer asks if a roll call vote is taken with resolutions.

Director Ashworth- aye

Director Beem- aye

Director Miller-aye

Director Kliewer- aye

Motions passes, 4-0.

Director Kliewer reads the resolution aloud.

8. Next regularly scheduled Board Meeting Monday, March 14th, 2016 at 10:00 a.m.

Director Kliewer asks if any members know that they will not be in attendance. Director Miller states he should be in attendance. Director Beem states he should be there, as well. He asks the Board to inform the Chair, the Chief, or the Secretary if they are unable to attend.

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

Director Beem informs the Board that he has a meeting out of town, and excuses himself.

Director Kliewer states that Chief Joyce suggested that the Board moves to item 12, payment of the bills. He comments that item 6b was not addressed, as they were waiting for Director Anderson, and they may have to table this item, but will wait.

He comments that Director Beem is leaving, but there will still be a quorum present. Director Kliewer moves to item 12.

Chief Joyce reads the January report. See attached.

January Training report:

The department worked on SCBA training; Captain Beem ran the fit test with the fit test machine he was able to get up and running again; engine orientation training; misc. equipment testing, which consisted of taking equipment off of the engine, laying it out, and making people write down what it was.

Chief Joyce taught a Command 1A class, and SCBA training at C.O.S.

Chief Joyce, Chief Melo, Asst. Chief Duncan, and Captain Burns worked with a rep from RAE Industries, and ordered four gas monitors. Director Miller asks if that would be 2 for the District and 2 for the City. Chief Joyce states that the monitor reads four types of gas, and the District ordered two. Director Kliewer asks if anyone has any questions for Chief Joyce, and receives no answer.

10. Mt Shasta Fire Protection District Newspaper article report. —Chief Joyce

11. Fund Transfers

Director Kliewer asks if there were any fund transfers in January. Secretary Patania replies that there were. She explains that revenue is being recognized from the January 2016 report and asked if they would like her to read off all of the funds. Secretary Patania states that there is a transfer in the amount of \$10,000 from Federal other to Special Departmental expenses to cover bills. Secretary Patania comments that the transfer is signed, but needs formal approval.

Director Ashworth motions to approve the fund transfer. Director Miller seconds. Motion passes, 3-0.

Director Kliewer moves back to item 6b.

12. Payment of the Bills

Director Kliewer motions to pay the bills. Director Beem seconds, then leaves at 11:36.

Motion passes, 3-0. Director Kliewer goes back to item 9.

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 reads the above comment and opens the floor to the Board.

Director Ashworth makes a comment directed at Chief Joyce, regarding the fire in Timber Hills. He comments that he is used to the old way of reporting [to the Board?] and feels that anytime there is a fatality, there should be a brief report that gives the address, notice of a fatal incident, time of response, time of arrival, etc. Chief Joyce states that this information is located in the fire report.

Director Ashworth asks where this is located. Chief Joyce responds that it is located on his computer, and he has to keep this information regardless of the type of fire it is. Chief Melo clarifies that he believes Director Ashworth is asking for a brief summary for the Board. Director Ashworth replies that this would be useful to have when members of the Board are approached by the public. Director Kliewer comments that he thinks this is a good idea, and asks if Director Ashworth would like to see this every time there is a structure fire. Director Ashworth replies that he thinks that this would be by the Chiefs judgement, but would be useful for any event that may lead to questions from the public. He would like to have accurate information to provide. Chief Melo replies that he could email it out. He usually provides this information to the City Manager, and he sends it out. Director Kliewer mentions that this is what Director Anderson has been talking about for months, having a small, hard copy for positive input for the community. Director Ashworth cautions going into too much detail. Chief Joyce comments that they have a form for this. He gives the example of going to Grenada on a call. They give the Chief a sheet with response times, etc.

Director Kliewer asks Asst. Chief Duncan if he has any comments for the Board. He does not. Director Miller asks how the tire search is going for the water tender. Asst. Chief Duncan comments they are switching back to the other size and will save about \$3,000.00. Director Miller asks if they will have to replace the rims. Asst. Chief Duncan replies they will not. Without looking at the quotes, he thinks it will run around \$3,700.00.

14. Adjournment

11:55 a.m.