

**REGULAR BOARD MEETING MINUTES**

CHAIRMAN RICHARD KLIEWER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR MILLER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

**MONDAY, FEBRUARY 11, 2013**

**ITEM**

**1. Call to Order and Flag Salute.**

10:04 a.m.

**2. Roll Call.**

Directors Miller, Hoyt, Anderson, and Kliewer present. Director Libby absent.

**3. Approval of Minutes for the Regular Board Meeting of January 14, 2013.**

Director Anderson motions to approve the minutes as written. Director Hoyt seconds. The motion carries 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.**

No public members present.

**5. Cash Report**

As of January 31, 2013, total interfund cash =\$20,897.30

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

**6a. Discussion and Possible Action on use of unused medical funds to purchase Life Insurance policies with the remaining fund geared towards 401K plans.—John Anderson**

Chairman Kliewer hands this portion of the meeting over to Director Anderson.

Director Anderson spoke with Kevin Charter and he answered three items we had questions about.

1. Non-scheduled FT employees, anyone that makes \$5000 can contribute to the SEP IRA.

Director Miller asks if this includes outside employment, and Director Anderson states that it is no outside employment.

2. If an individual participates in a Strike Team and has a windfall they can contribute a lump sum to their SEP IRA.

3. Part time employees can participate in this plan as long as they make over \$5,000.

4. The max contribution is \$35,000, and after that point we are required to take out taxes. Director Anderson states that he and Chairman Kliewer who are part of the Budget advisory committee have reviewed this, and that we must decide if we want to do it now or later, and we must decide between the 2 or 3% match. This must be set, but can be changed once implemented. Chairman Kliewer states that 58% of the year is over and 54% of the budget has been consumed. Director Anderson states that we are still waiting on Strike Team monies, and we should net about \$56,000 and we hope that next year the highway grant will come through also. Director Miller asks Chief Joyce if we have any payments due on Strike Teams. Chief Joyce states that we have not received monies, and no one has been paid. Director Anderson states that the budget is very close. He states that they did quite well last year in figuring the budget. He passes around the copy of the IRA plan breakdown. He then asks if we should implement this now, and whether we should have a 2% or 3% contribution. Secretary Patania asks if the allotment is still \$2,000 for this plan, or if they are going to be adding any additional funds for matching. Director Anderson states that they will be using the \$2,000, and states that Chief Joyce has done an excellent job in the budget. Chief Joyce informs the Board that Anthem is raising their prices, so this may affect what is in the budget for this retirement plan. Director Anderson states that his wife has Anthem and that it has been going up \$50 a quarter, but that her insurance agent said not to cancel, that she would be grandfathered in. Chairman Kliewer states that we do not have a formal agenda item to discuss the medical insurance itself, and asks the Secretary to make an additional agenda item for next month to discuss this separately from retirement. Chairman Kliewer confirms that we can support the employees at a 2 or 3% estimate. Secretary Patania states that the 2% match would come in at right about \$2000, and that the 3% would be about \$1,000 more (\$3000 est.). Chairman Kliewer asks if they can have an 8 ½ x 11 documents with these figures next time. The Secretary agrees to have this in a document for the Board. The item is tabled until March.

**6b. Discussion and Possible Action on the Strike Team Policy.—Chief Joyce**

Chief Joyce was instructed by Director Libby to handle this, and he said that the Board could approve this.

Director Kliewer asks if it reflects the needs of the firefighters.

Chief Joyce states that it has been updated, and it looks like how they have been doing it. It makes it easier for him to explain.

Director Kliewer states that we can vote on the Strike Team Pay policy, but that the Station Coverage Policy will need to have a separate item on the next agenda.

Director Anderson motions to approve the policy, and Director Miller seconds the motion. The motion carries 4-0 with full participation.

**6c. Discussion and Possible Action on Reviewing to-date progress on stale-dated warrants.—Director Kliewer/Secretary Patania**

Chairman Kliewer asks for an update.

Secretary Patania states that she has received an email from Orlyn Torafson and that he stated that they have had some disruptions in their office, but that he is aware that we are anxious to resolve this issue, and his Supervisor has instructed him to have a response by 2/13/13.

Director Anderson states that this is progress.

Chairman Kliewer thanks the Secretary and hopes that by the time the Advisory Budget committee decides to meet that they will have this information available.

The item is tabled for March.

**6d. Discussion and Possible Action on reviewing the Policy and Procedures for testing hydrants for HOA's and Private Hydrant Systems.—Director Kliever**

Chairman Kliever asks Chief Joyce about this and he states that they have been waiting on Board approval.

Director Anderson clarifies this.

Chief Joyce states that they need to make a release of liability policy. He has spoken to Monte Messenger, but on the inspection form (he will have to create), he will have to give the date and time of the inspection so that if anything happens after that, and we incur no liability. We have always done this as a courtesy, but we do not have to give them any documentation.

Director Anderson asks if they should notify the citizenry about testing.

Chief Joyce states that we will test them anyway for our map, but we must have something in there that every three to five years they should have it tested by an outside agency.

Chairman Kliever reviews that the issue came up late last year due to a resident at the resort being concerned about water flowing in his property. He suggests that we notify the entity we are testing, and they can notify their residents.

Director Anderson states that we should notify the HOA who will then be responsible to notify their residents. Then it will not be a problem for the District.

Director Miller asks if the hydrants are numbered.

Chief Joyce states that the hydrants are numbered on a map that we make and that they are tagged for our purposes. We are testing and checking our water source with Lat & Long that will take them right to the hydrant. It is a bigger issue in the winter when they are buried.

Director Miller asks if the tanks that feed them include the hydrants.

Chief Joyce states that the tanks are part of the water district, and that we just test the hydrants.

Chairman Kliever asks for Asst Chief Duncan and Director Libby to help with this project, and if he is not available to let him know.

Chief Joyce states that he will check with the city, and work on a release of liability as well as an inspection form where it states that at this date and time, etc...

Chairman Kliever asks that if the Chief bumps into any other Chiefs to discuss how this works. The item is tabled for March.

**6e. Discussion and Possible Action on installing a Generac Panel for the Generator at Station #1.—Director Anderson/Director Miller**

Director Anderson states that he and Director Miller met with Dave Jenkins at the Hammond Ranch facility and viewed their system which is not a completely automatic system. It is an 11 ½ KW portable generator on wheels supplied by gasoline or propane. They have it on propane and a manual Generac panel, so when they lose power they have to pull the generator outside the station, and start it so there is no CO2 poisoning. They have full time sleepers there, and have quite a demand to keep the comforts of the firefighters. He states that they did a very thorough job. He turns it over to Director Miller for costs.

Director Miller states that he contacted different places that have generators, and that some were a bit of overkill. Papei Caterpillar Dealership in Oregon, and Ritchie Bros in Dunnigan. The latter holds auctions every three months.

Director Anderson states that those might be too large for our facility.

Director Miller isn't sure that the 11 ½ KW is enough because of the demands of the station. He distributes picture of the generator and propane tank. They went to BIG R in White City, and that it is a 150-200 gallon tank.

Chief Joyce states that this is the same one that he has in his house, which has zero clearance and can be right against the house. He paid a couple hundred bucks at Lowes for his generator.

Director Anderson states that they have the panel brand new in the box.

Director Miller states that the generator is 1100 KW dual fuel; cost of replacing would be \$2500, which was donated to Hammond Ranch. He asks if anyone knows anyone who would like to donate a generator, possibly someone who knows a real estate agent.

Chief Joyce asks what size they think they need.

Director Anderson states that he went to Mt Shasta Electric to find out, but no one was there to help. Heat, radio, panels, doors, etc...can be run through this.

Chief Joyce states that he will contact the electrician who did his home. Jason Apodaca

Director Anderson states that 10-12 KW should be sufficient.

Director Miller says that they also have an on-demand water heater. He thinks that a 50 or 100 gallon tank would be sufficient, since they will only turn it on once a month to check. As far as the service to hook up, \$150 to hook up.

Director Anderson states that the cost per gallon is about \$4.

Director Miller states that they need to check with the County Building Code for regulations. He is still waiting to hear back from others who have smaller, but is looking for direction on the size.

Director Anderson states that he has a 6 ½ kw and it runs his primary residence, except for his refrigerator. It depends on what brand you purchase, and what the cost will be.

Chief Joyce asks if it is any different on an automatic switch.

Director Anderson states that this gets a little elaborate, and is not really needed here, since all you have to do is go out and flip the switch, and will be less in cost.

Director Miller hopes to be able to report back on locating a generator next month.

Chairman Kliever states that we are waiting on the Strike Team monies. He tables the item and moves on to item 6f.

#### **6f. Discussion and Possible Action on reviewing quotes from alternate CPA agencies to perform the MSFPD's FY 2012 audit.—Director Kliever/Secretary Patania**

Secretary Patania submits an audit quote from Isom and Matsom, and directs the Board to the last page. It is a higher fee than the prior quote.

Director Anderson states that it is a lot of fluff and then a large quote.

Secretary Patania states that she is also looking into Aiello, Goodrich, and Teuscher again because then we would be supporting a local business, and outside of the audit, then I could have a contact to help with QuickBooks support. Their audit fee is based on revenue. A quote was given for Dunsmuir that was between \$3500 and \$4000.

Director Anderson states that this most recent audit fee is \$15,000 per year.

Director Miller states that we might as well shut the doors and go home.

Chairman Kliever states that we will leave this on the agenda for next month.

#### **7. New Board Business and Possible Action**

##### **7a. Discussion and Possible Action on reviewing previous years secured allotments (2008-2012).—Director Kliever/Director Anderson**

Chairman Kliever states that he got a comment from a Supervisor that the idea is that the Special Districts are special services, and that even if our taxes do not come in, the county assures us that amount of money, and then collects delinquent taxes later. He states that they had a specific vocabulary word.

Secretary Patania states that this is called the teeter plan, which was first enacted in 1949 it provides California counties with an optional alternative method for allocating delinquent property tax revenues. So in plain English, it gives municipalities in California the ability to spend tax money that has been billed to citizens prior to its collection.

Director Anderson states that this comes out of the general fund.

Chief Joyce states that his question is if there is an 8% decrease, then why is our revenue still going up? Where does this show? The secured is going up every year.

Chairman Kliever directs everyone to their packets, and has June of 2008-2012 which shows that the secured taxes continue to increase. They are going to continue to look at this and hope they have more info from the Board next month.

This is tabled for March 2013.

**7b. Discussion and Possible Action on upcoming seminar sponsored by the County Clerk's office on March 7, 2013.--Director Kliever**

Chairman Kliever states that he contacted Colleen Setzer and that they are going to have a seminar just for the Secretaries, but that they have changed their minds, and will be including the Directors also.

Director Miller and Anderson state that they have both RSVP's'd.

Chairman Kliever states that it will go from 1-4:30, and that this is a good PR opportunity to show that we do participate in training as a District to do the best job we can. He plans to attend.

Director Miller asks if there would be a Utility available to transport some of us.

Chief Joyce states it might be uncomfortable.

The Chairman suggests that we discuss these arrangements outside of the meeting.

**7c.—Discussion and Possible Action regarding adjustment in compensation for Secretary Position.—Board of Directors**

Chairman Kliever states that the Secretary wanted to make a presentation to the Board, and hands it over to Secretary Patania. He notes that this item would only be a closed session item if for some reason a person's pay was going to be reduced.

Secretary Patania thanks the Board for their kind review. She says that she has done some research, and found that some entities to salary for their part-time employees, and some do not.

Her original idea for going this route was to help control costs in the Budget with wages and taxes.

She then goes to the Dry Erase board and shows the Board that the ad she responded to stated "Secretary-\$12/8 hours per week—Payroll, Interacting with the Board" Currently she works 12 hours a week, \$12 per hour. When doing the figures, this is already over budget and comes to \$7488 per year. She had discussed going down to 10 hours per week with Chief Joyce.

Director Miller asks if she would be able to accommodate work with this.

She states that she feels that she would like to stay at the hours she has, while taking two college courses (Managerial Accounting & Beginning Spreadsheets) this semester. She hopes the Board will pay for her courses and text books upon successful completion, \$544. She is also hoping for them to fund two more courses to complete her accounting certificate which would be mutually beneficial. In 2012 the District spent \$652 on education. Her goal is that this go to the Budget Committee, and that they build in to next year's budget monies to be able to give a raise.

Chief Joyce states that we should keep it like it is for now, and that they can look at this in Budget Committee for next year.

Chairman Kliever states that he feels it might be advantageous from an accounting perspective to control costs. He asks for comments from the Board.

Director Anderson commends her on her presentation.

Director Miller asks if she will have to attend any training out of the area.

Secretary Patania states that she shouldn't have to go out of area that she only has Econ and Financial Accounting left after this.

Director Miller asks if they will be paying her hourly or per diem for the class in March.

Secretary Patania states that is up to the Board.

Chief Joyce states that this is another reason that it would be advantageous to go to salary. If she was caught up she would not have to come in, but from working with her the past year, she sees her working more than she should, not less.

Secretary Patania states that she cannot be here over a certain amount of hours because of other obligations, but that she always strives to get the job done.

Director Miller states that she will not be in school indefinitely, and that perhaps at the end of the schooling they could put those monies into an increase.

Director Hoyt has no further questions.

Secretary Patania states that in speaking to her contact at J.E.D.I, that you would base a part time persons salary on what a salary would be for a full time employee, so that if a FT employee made X amount, then she would make 30% of that total because she works 30% of a full time person.

Director Anderson states that they are tracking on budget quite nicely.

Secretary Patania asks if she needs to make the reimbursement of tuition and books a separate agenda item.

Chairman Kliever asks her to make it a separate item, and that they will keep this item on the agenda.

**8. Next Regular Board Meeting Date: March 11, 2013 at 10:00A.M.**

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

See attached Chief's report.

Chief Joyce also states that there was a fatality on a fire on the west side of Noah's Ark on Lassen Lane. They had units at scene within three minutes. Erick Dyck was the first at scene, and the fire had already blown out. They did a good job, but there was nothing that could be done. It is currently under investigation.

The last fatality he remembers was in 2006 in Hammond Ranch.

**11. Discussion and Possible Action on Accepting Donations.**

No donations.

**12. Fund Transfers.**

No fund transfers.

**13. Payment of Bills.**

Director Miller motions to pay the bills, and Director Hoyt seconds the motion. Motion carries with 4-0 ayes and full Board participation.

**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 Anderson would like to add an agenda item for next month to promote the District to the citizenry with a Chief's report in the local paper.

Chairman Kliever would like for an agenda item regarding placing a public service announcement.

Director Miller asks if Smith and Newell have tacked any late charges to our special audit bill.

Secretary Patania states that they haven't, and that she has included them in giving a quote for our current audit.

Chairman Kliever asks that an agenda item be placed for review of the Smith and Newell bill.

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

**Respectfully Submitted,  
Secretary Patania**