

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

**WEDNESDAY, FEBRUARY 13, 2019**

**10:00 A.M.**

**600 MICHELE DRIVE**

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**CHAIRMAN ROBERT ASHWORTH**

**VICE-CHAIRMAN JACK MILLER**

**DIRECTOR MIKE HAMILTON**

**DIRECTOR RICHARD KLIEWER**

**DIRECTOR CHAD MCCALL**

**CHIEF MATT MELO**

**CHIEF RICK JOYCE**

**BATTALION CHIEF JOHNATHAN DUNCAN**

**SECRETARY CHRIS WEAVER**

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**ITEM:**

**REFER TO:**

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

10:20 am (delay due to weather)

**2. Roll Call**

Directors Ashworth, Hamilton and Miller present. Directors Kliewer and McCall absent.  
Chief Joyce absent.

**3. Approval of Minutes for the Regular Board Meeting of January 9, 2019**

M/S/C Miller/Hamilton (3-0)

**3-6**

**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**

As of 1/31/19 interfund cash balance is \$341,141.06

**7-9**

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

**6a. Status of Board members Ethics & Harassment training**

Ashworth has completed training. Miller and Hamilton need access to Target Solutions. Weaver will ask for help from J. Duncan and follow up with Hamilton and Miller and Kliewer.

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

**10-12**

**7a. Present Board with 4<sup>th</sup> Quarter Profit and Loss Statement, Statement of Cash Flows and Balance Sheet as of December 31, 2018.**

M/S/C Miller/Hamilton (3-0) to accept 4<sup>th</sup> Quarter P & L, Cash Flows and Balance Sheet as of December 31, 2018 as presented.

**7b. Does Board need to or want to create a new 5-year plan? The current plan expired in 2016. Is this a task for the Board or the Chief and his staff? – Vice Chairman Miller**

The Board does want to create a new 5-year plan for the District. An ad hoc committee consisting of Director Miller, Director Hamilton and Chief Joyce will be tasked with creating this new 5-year plan with a tentative effective date of July 1, 2019.

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

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

Chief Joyce was on vacation. He did leave a January report which the Board reviewed.

**10. Donations**

None

**11. Deposits**

- **\$125.81** US Bank Rebate
- **\$42.50** Baker Restitution
- **\$4581.50** Delta IA Fire (Federal)

M/S/C Miller/Hamilton (3-0) to approve all deposits

**12. Fund Transfers**

- **\$4581.50** Allocation of Delta IA revenue (acct. 542700) to Salaries and Wages (acct. 611100) \$2228.00 and Special Departmental Expenses (acct. 728000) \$2353.50

M/S/C Miller/Hamilton (3-0) to approve fund transfer.

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

Director Miller questioned why we were paying the Fail Safe bill so late; it is dated 10.14.18. Also asked if we had checked to make sure we hadn't already paid it. Weaver explained that it has not been paid and it was just turned in for payment February 4<sup>th</sup>. Apparently it had been misplaced.

Director Ashworth questioned why we were paying Chief Melo's cell phone bill. That is a question to be followed up with Chief Joyce. There was also a question of why we had 7 iPads. After discussion all directors agreed this was necessary.

Director Ashworth questioned whether we should do some research into cell phone/iPad service to see if we might be able to reduce our expenses. Director Hamilton shared that it was his experience when he was with Cal Fire that CalFire conducted an annual survey of cell services in an effort to get the best coverage for the least expense. Cal Fire keeps returning to Verizon because their coverage is the best. Coverage for the District is most important. Ashworth said he was satisfied with that information; no research necessary.

Director Miller requested Secretary Weaver to prepare the agenda packets in a double-sided format to save paper. This will begin with the March agendas.

M/S/C Miller/Hamilton (3-0) to approve payment of bills as presented.

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

**13-16**

- **Regular Payroll: 01.04 – 01.17.19**
  - **\$355.54** wages
  - **\$58.92** Federal taxes
- **Regular Payroll: 01.18 – 01.31.19**
  - **\$338.92** wages
  - **\$56.16** Federal taxes
- **Quarterly CA UI and Employment Taxes, 10.01 to 12.31.18**
  - **\$687.96** pg 1 of 3
  - **\$219.17** pg 2 of 3
  - **\$1,261.19** pg 3 of 3

M/S/C Miller/Hamilton (3-0) to approve payroll and tax payments as presented.

**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.**

Weaver noted for informational purposes that Jim Beem’s injury claim from Fairchild Medical Center had been followed up on. The District does have Workers Compensation Insurance, but for some reason a claim had never been filed. A remedial claim has now been filed and Fairchild should be paid.

Weaver brought to the Board’s attention a Harassment, Discrimination and Retaliation Policy that previous secretary, Jennie Davis, had left for follow-up. Apparently at some point last year this policy had been drafted but never adopted as District policy. Director Ashworth had requested Weaver find out whether the State and/or Federal governments required this training. A Google search revealed that both State and Federal laws require this training. The Board concluded it was not necessary to add this to the District’s policies, as we will comply with the law. Weaver is tasked with reminding the Board to renew their training every two years.

Director Miller reported that he had attended the Baker hearing on January 23<sup>rd</sup>. At that time Baker’s case was continued. No resolution.

Director Miller inquired if the Board had a policy for dismissal of a Board member for just cause. We do not. Director McCall has not attended a Board meeting for at least 8 months. Director Ashworth volunteered to call McCall and request he resign. No hard feelings. The Board would like to have 5 active members.

Director Miller brought up the fact that many of our volunteers did not show up for training. He would like the Chief to let the Board know what, if any, consequences the District might encounter because of this.

**16. Adjournment**

M/S/C Miller/Hamilton (3-0) to adjourn at 11:03am

Submitted respectfully,

Secretary Weaver

Approved,

Chairman Ashworth

