

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

**WEDNESDAY, FEBRUARY 19, 2020**

**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**

**CHIEF MATT MELO**

**CHIEF RICK JOYCE**

**BATTALION CHIEF JOHNATHAN DUNCAN**

**SECRETARY CHRIS WEAVER**

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**ITEM:**

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

10:20 a.m.

**2. Roll Call**

Ashworth, Hamilton and Miller - present      Kliewer, Joyce, Melo and Duncan – absent

**3. Approval of Minutes for the Regular Board Meeting of January 29, 2020**

M/C/C (Miller/Hamilton 3-0) to approve January 29, 2020 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 January 2020**

\$524,286.17

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

**6a. Progress report on 5-year plan for District/City**

To be continued. Chief is absent.

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

None



**8. Next regularly scheduled Board Meeting is for Wednesday, March 18, 2020 at 10:00 a.m.**

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

Chief is absent but left report indicating 70 calls for January 2020.

Average response time of 4:17 minutes. Average responders per call was 6.

**10. Donations**

None

**11. Deposits**

- \$ 30.00 Baker restitution (01/16/20)
- \$ 1,617.00 State of California payment for OES Early Fire Strike Team
- \$ 2,987.49 State of California payment for OES Redbank Fire Strike Team
- \$ 8,611.35 State of California payment for OES Swedes Fire Strike Team
- \$ 35,919.33 State of California payment for OES Station Coverage

**12. Fund Transfers**

- \$ 1,617.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for OES Early Fire Strike Team payroll
- \$ 2,988.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for OES Redbank Fire Strike Team payroll
- \$ 8,612.00 Transfer from State Other (#540800) to Salaries and Wages ((#611000) and Special Departmental Expenses (#728000) for OES Swedes Fire Strike Team payroll
- \$ 35,920.00 Transfer from State Other (#540800) to Salaries and Wages (#611100) And Special Departmental Expenses (#728000) for OES Station Coverage

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

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

**13 a. Chief to follow-up on Pacific Power bill for Station 2 last month.**

To be continued due to Chief's absence. This month's Pacific Power bill was higher than normal also.

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

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

- **Regular Payroll: 01.17.20 – 01.30.20**
  - \$ 294.37 wages
  - \$ 48.76 Federal taxes
  
- **Regular Payroll: 01.31.20 – 02.13.20**
  - \$ 203.17 wages
  - \$ 33.66 Federal taxes
  
- **4<sup>th</sup> Quarter Stipend Payroll: 10.01.18 – 12.31.19 (Rankin)**
  - \$ 277.05 wages
  - \$ 45.90 Federal taxes

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

None

**16. Adjournment**

M/S/C (Hamilton/Miller 3-0) to adjourn at 10:32 a.m.

Respectfully submitted,

Secretary Weaver

Approved,

Chairman Ashworth



