

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, MARCH 9<sup>TH</sup>, 2015

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**ITEM:**

1. **Call to Order, Invocation, and Flag Salute.** 10:06 a.m. Chaplain Bradley for invocation.
2. **Roll Call.** Director Beem, Director Kliewer, Director Miller present. Director Anderson and Director Libby absent.
3. **Approval of Minutes for the Regular Board Meeting of February 9<sup>th</sup>, 2015.**  
Director Kliewer motions to approve the minutes and Director Beem seconds the motion. All present Board members vote aye. 3-0
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**  
\$129,195.55 as of February 28<sup>th</sup>, 2015.
6. **Old Business and Board Directives from Previous Meetings**
  - 6a. **Discussion and Possible Action on reviewing potential PTO policy.—Director Libby**  
Tabled until April due to Director Libby's absence.

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

Chief Joyce states that the engine we were looking at in Encinitas is still available, and they have offered it to the MSFPD for \$10,000. Assistant Chief Duncan is in the process of finding out who to make the check out to.

Director Miller asks if we are going to have Jay Polk inspect this engine.

Chief Joyce states that Encinitas has a mechanic that will inspect it, and that Assistant Chief Duncan may fly down and get it next month.

Assistant Chief Duncan states that it is a 1997 or 1998, it is a type 3, has 2300 hours on the pump; it is a DT466, exactly like 4611, but with 4 doors. It is a hydrostatic pump.

Director Miller asks what the make is.

Assistant Chief Duncan states that it is an International; Director Kliewer asks if it is red.

Assistant Chief Duncan states that at this point it is yellow, but that we will paint it. Encinitas purchased it brand-new, and they have all the maintenance records available.

Chief Joyce states that it will be a few weeks before they inspect.

Director Miller asks if we need to make a down payment.

Assistant Chief Duncan states that we do not.

Director Beem asks what the delay is.

Assistant Chief Duncan states that they are taking everything off of the engine, and moving it to their new engine.

Director Kliewer states that we allotted \$32,000. He asks for an estimate on paint.

Assistant Chief Duncan thinks it will be close to \$8,000. Fortunately the frame is black, so we won't have to paint that.

Chief Joyce states that \$8,000 is the high point.

Director Kliewer states that this keeps us under budget. We want to make sure we have it ready for fire season.

Assistant Chief Duncan states that Billy at Longhair Collision will be doing it. We hope that he is not too backed up.

Director Kliewer states that it is looking like fire season sooner than later.

Chief Joyce would like to get it painted as soon as possible, so that he will not have to put stickers on, and then take them off.

Director Miller wonders if it will fit at Station #2

Chief Joyce states that if it does not, we can swap one out for here. He is hoping that we can approve to get the check written because it could be available in two to three weeks, and most likely picked up before the next Board meeting.

Director Kliewer motions to approve the purchase of this engine from Encinitas, and that Sarah Patania direct the processing of the check to the entity in Encinitas once we find out who to make it to. Director Miller seconds the motion, and motion carries 3-0 with full Board participation.

**6c. 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 will table this until the next meeting.

Chief Joyce states that there are example job descriptions in the packet from the city that he and Beem will be meeting on this month to adjust to our needs.

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

**7a. Discussion and Possible Action on method of payment to volunteers. This includes, but is not limited to rate of pay and frequency of payment.—Chief Joyce**

Chief Joyce states that this is a two-part portion. He is going to go to an hourly rate of \$10 per hour, and just for T.C.'s and structure fires, and doing this quarterly instead of every month. We are also trying to do the E.F. Recovery fund, and we are supposed to be paying our firefighters out who respond to these since we bill out for them, and it is done off of OES's schedule. When we submit to them, it shows us who responded, how many hours, and rate of pay. The rest of the funds from this account would go for equipment or consumables. It will be structured like Strike Team pay. They do a quarterly check. He is hoping to pay them a little more without having to inflate the budget. He calculated it and it works out about the same.

Director Miller asks how many T.C.'s they had.

Chief Joyce states that they had 5 this month. In the winter we get a lot more. The E.F. recovery is a new thing, and the changing of the rate of pay is a policy, and we would need to review it. The reason the city does it this way is because we need people at T.C.'s and fires, and if we can give them an incentive to respond to the bigger incidents, it may help with recruitment. We need someone to review the policy to update it.

Director Miller asks who he would recommend.

Chief Joyce states that whoever he would recommend.

Director Kliewer states that we have discussed putting this with the county, and we have a different level of accountability. They will be paid by E.F. Recovery through the County. This would be T.C.'s and structure fires. What about a local vegetation fire?

Chief Joyce states that E.F. Recovery goes after whoever we submit to them. He does not bill local residents since they already pay for fire service, but if it is negligence, such as intoxication or arson, we will bill for it. We claim it under a negligent act. Wildland in our area is SRA, so if it is over four hours the state will pay for.

Director Kliewer confirms that there is no pay for medical calls, and that they would get paid quarterly instead of monthly.

Chief Joyce states that there is an upside and downside for this. Some only respond to one to two calls, but those that respond more frequently may have a larger check. It will make it easier on Johnathan, because we do not pay for our guys to go on medicals with the city. Same with the City coming into our area, because we don't need 20 people at a medical call. Since this does affect the budget, Chief Joyce asks if Director Kliewer can meet with him to review.

Director Miller confirms this assignment between Chief Joyce and Director Kliewer as an advisory committee for the E.F. Recovery fund.

#### **7b. Report on Board Training hosted by the County Clerk's office 02.05.15—Director Kliewer**

Director Kliewer states that we attended the above training in Yreka, and he felt that it was important to have a public record of the attendance. Four of the Board members did attend, as well as the Secretary. He would like to reflect on the County Counsel, Brian Morris, regarding our legal responsibilities as a Board. He greatly appreciated this training, and was wondering if any of the other Board members wanted to add any comments about the meeting.

Director Miller confirms that all items were informative. It showed that the Brown Act was very important. Beware of accepting gifts from people with good intentions that may use it against you.

Director Beem also felt it was informative, and was nice to put a face to a name and know the right procedures to follow.

Director Kliewer states that there is an additional benefit, since it helps to reduce our insurance costs.

Secretary Patania confirms that the Board has done their training for this year, and that it helps us with GSRMA's LPIP program.

**7c. Discussion and Possible Action regarding information relating to Crystal Geyser.—  
Director Anderson**

Item tabled for next month.

**7c. Discussion and Possible Action on creating and implementing a records retention policy. To be approved with Resolution # 03092015-A.—Director Beem**

Director Beem asks if we can check with County Counsel on how many locks should be on the doors for the records. He also suggests that whatever we come up with should be submitted to County Counsel for review.

Secretary Patania

Table for next month.

**7d. Discussion and Possible Action on hiring temporary employee, Karyn Hirshon, and decision on wages.—Director Anderson**

Director Miller states that he and Director Anderson discussed this item prior this meeting, and that we have a quorum.

Director Miller states that he and Director Anderson met with Karyn for an interview last Monday. She is well qualified, and for her to come to the Board with any questions.

Director Kliewer asks if Ms. Hirshon would be able to continue after three months.

Karyn Hirshon states that she may need to have additional employment, or work full time.

The Board asks to see her resume, and the Secretary makes copies for them.

Director Miller asks if \$12 an hour would work.

Mrs. Hirshon accepts this amount.

Director Miller states that he would like to check in with her on a monthly basis, and that if she continues after three months, that they hope for a step raise, in the event that she cannot return, they will meet with her.

Director Kliewer motions that Karyn Hirshon be hired for 90 days, and that a review take place monthly, and that she be paid \$12 per hour. Director Beem seconded the motion. The motion carries 3-0 with full present Board participation.

**7e. Discussion and Possible Action on creating a Leave of Absence policy.—Director Anderson**

Chief Joyce asks that the exception in the example be taken out and replaced with volunteers instead of temporary employees.

Secretary Patania states that the leave of absence policy will be written per directions and brought forth with a resolution by next month's board meeting.

**8. Next regularly scheduled Board Meeting, April 13th, 2015.**

Director Miller will not be available for this meeting.

**9a. CLOSED SESSION: Performance Evaluation of public employee Assistant Chief Johnathan Duncan. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors**

Tabled until April when there is a quorum present to do the performance review. Director Beem abstains due to not being on the Board for the entire year.

**9b. Disclosure of Action in Closed Session if any.—Board of Directors.**

**9c. Discussion and Possible Action regarding potential adjustment in compensation for Assistant Chief Position.—Board of Directors**

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

Chief Joyce gives his report for February 2015. (See February 2015) report.

Director Miller asks about the public assists, and whether they are receiving multiple calls to the same location.

Chief Joyce states that one has ended, and another one has started.

Chief Joyce highlights the training they did last month at the burn building with four groups broken into two groups to show fire behavior and fire attacks. They did primary and secondary searches at the city, with an obstacle course in the engine bay. We will get more involved with this in the future. There was an association meeting and a safety meeting.

Secretary Patania discusses the Safety Meeting. Members Jonathon Duncan, Director Beem and Sarah met and discussed LEEP plan. Last year the focus was on self-maintenance of volunteer vehicles. For 2015 the LEEP plan will be for a Heat Illness Prevention plan. Director Libby offered to paint two poles at station 1 yellow, for safety. That brought the safety meeting to an end.

Chief Joyce states that they will be teaching a Command 1C course in April. Two members of our department took the class. At the end of this month, he will be taking an investigation course which covers NFPA 1033, and covers all 16 areas that an investigator needs. This will be March 29, 2015.

Director Miller confirms where it will be.

Chief Joyce states that this is in San Luis Obispo. He also reports his hours as 185, and Assistant Chief Duncan had 190 hours.

#### **11. Discussion and Possible Action on Accepting Donations/MSFPD Association Updates—Director Libby.**

No donations. Chief Joyce updates that Board that we have combined associations with the City as Mt Shasta Firefighters Association, which will make it easier to do fundraisers, and we are running out of people in a supporting role to do this. We are in the process of figuring out whether to keep it in the District because the 501c has lapsed. We had a new vote and Johnathan Duncan is the president of the association. It will be beneficial for the departments for the needs that we have. Fisherman's dinner is on April 25<sup>th</sup>. We can leave this on here, and change it to **MSVFA (Mt Shasta Volunteer Firemen's Association)** Inc. The Bylaws have been re-written to include the District. This will hopefully allow us to do more fundraising and get equipment for both departments. The process will still be the same, since we will have to bring it before the Board for approval.

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

Changes were made to the article. Secretary Patania to correct prior to submission.

### **13. Fund Transfers**

Sarah Patania reports that from last month's fund transfers there were some errors with the transfers due to errors at the county level. The only one we were able to do is \$27,274 to wages. We only have eight more pay periods in the fiscal year. See funds transfer sheet.

\$18,484 from 542700>611100

\$283 from 560200>611100

\$1938 from 570100>624120

\$10,000 from 552600>762100

### **14. Payment of the Bills**

Director Kliewer makes a motion to pay the bills. Director Beem seconds the motion, and motion carries 3-0 with Director Beem, Director Kliewer, and Director Miller participating.

**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.**

Director Miller states that McCloud Fire is holding a fire muster, and was wondering if we are participating in any events.

Chief Joyce does not think so.

Director Kliewer comments that a community member inquired whether the structure fire happened perhaps due to a problem with electricity.

Chief Joyce states that there is an ongoing investigation regarding this.

Director Kliewer asks if it is public knowledge after they know.

Chief Joyce states that it can be.

Dave Villareal wanted to thank our department for our exemplary work.

Director Kliewer asked if fire pre-plans can be developed for structure fires.

Chief Joyce states that they cannot do residential, but commercial has the most need for hazard.

### **16. Adjournment 12:08 p.m.**



