

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

WEDNESDAY, MARCH 13, 2019

10:00 A.M.

600 MICHELE DRIVE

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

ITEM:

REFER TO:

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

10:01 am Chaplain Crabtree, Sheriff's Office, led flag salute and delivered invocation

2. Roll Call

Ashworth, Miller, Hamilton, Kliewer, McCall, Melo, Joyce, Duncan all present. None absent.

3. Approval of Minutes for the Regular Board Meeting of February 13, 2019

M/S/C (Miller/Hamilton, 5-0)

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.

Mike Hastings here to observe.

5. Cash Report

As of 2/28/19, the interfund cash balance is \$436,363.29

7-9

6. Old Business and Board Directives from Previous Meetings

6a. Status of Board members Ethics & Harassment training

Weaver sent test materials to Kliewer, McCall and Miller via Target Solutions.

Miller has completed the Anti-Sexual Harassment course. Need a certificate of completion from him. Still needs to take the Ethics course.

Kliewer and McCall haven't taken either course yet.

Hamilton just got the test materials. Will take both courses soon.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Progress report from 5-year plan ad hoc committee.

Ad hoc committee consisting of Hamilton, Miller and Joyce met. It was determined that it would be most appropriate for the Chief and his department to create any type of 5-year plan, not the Board. Chief Melo explained that the current agreement that exists between the City and the District establishes one Fire Department, not two. Any goal setting or planning guideline should be done by the City and the District jointly. It was agreed that Chief Melo and Chief Joyce will work together to create a 1-year/5-year plan to be presented at a joint meeting between the City Council and the City FD Board and the District FD Board. Prior to this joint meeting the draft plan(s) will be presented to both Boards for review and approval. The Chiefs will request this joint meeting with the City Council.

There was discussion regarding our firefighters accompanying/responding to general assistance calls. We do this because you can not anticipate what the situation will be when responding to a call. Often, more than 2 or 3 people are needed to properly respond in a timely manner.

Chief Melo encouraged the City and the District to promote ourselves as one fire department. With this in mind, he requested two items be put on our April Board Meeting Agenda:

- 1) Review and approval of a pamphlet about preparedness being created for distribution to the public. It is titled "Mt. Shasta Emergency Preparedness Plan". We will split the cost of printing. There is a public outreach meeting set for April 23 or 27, date to be confirmed, where this pamphlet will be made available to the public and emergency plans and procedures will be discussed. Both the City and the District Boards should attend to show support and unity.
- 2) Approval of a new mission statement.

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

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

Chief Joyce read the February report. 84 calls. Average response time was 3:30 with an average of 5 responders per call. Had training on Auto Extrication tools and how to operate them. Performed 4 auto extrications on donated cars at Ramshaw's yard. Also trained on patient assessments and vitals.

Discussion regarding the need for more volunteers and the necessity of training them.

10. Donations

None

11. Deposits

- **\$57,742.16 Stone Fire (Federal)**
- **\$38,197.01 Delta Fire (Federal)**
- **\$50.00 Baker Restitution**
- **\$57,198.08 Station Coverage (State)**

Expecting last strike team payment outstanding soon - for the Carr fire.

12. Fund Transfers

- **\$57,743.00 Allocation of Stone Fire revenue (acct. 542700) to Salaries and Wages (acct. 611100) \$21,376.00 and Special Departmental Expenses (acct. 728000) \$36,367.00**
- **\$38,198.00 Allocation of Delta Fire revenue (acct. 542700) to Salaries and Wages (acct. 611100) \$24,930.00 and Special Departmental Expenses (acct. 728000) \$13,268.00**
- **\$57,199.00 Allocation of Station Coverage revenue (acct. 540800) to Salaries and Wages (acct. 611100) \$26,447.00 and Special Departmental Expenses (acct. 728000) \$30,752.00**

M/S/C (McCall/Miller, 5-0) to approve fund transfers

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

M/S/C (Miller/Kliewer, 5-0) to approve payment of bills as presented.

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

- **Regular Payroll: 02.01 – 02.14.19**
 - **\$277.98** **wages**
 - **\$46.04** **Federal taxes**
- **Regular Payroll: 02.15 – 02.28.19**
 - **\$196.09** **wages**
 - **\$32.48** **Federal taxes**

M/S/C (Miller/McCall, 5-0) to ratify 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.

Chad McCall announced his resignation from the Board, effective following this Board meeting. He just doesn’t have the time to commit to the Board right now with his own business to run. He does have someone in mind to replace him (Peter). Chief Melo also has someone in mind who may be interested ((Monty). Whoever replaces Chad must live in the District. McCall will submit a letter of resignation as soon as possible.

16. Adjournment

M/S/C (Miller/McCall, 5-0) to adjourn at 11:30am