

REGULAR BOARD MEETING AGENDA

10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JACK MILLER

DIRECTOR JAMES BEEM

DIRECTOR ROBERT ASHWORTH

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

MONDAY, MARCH 14TH, 2016

ITEM:

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

10:00 a.m.

2. **Roll Call.**

Directors Kliewer, Miller, Beem, and Ashworth present. Director Anderson absent.

3. **Approval of Minutes for the Regular Board Meeting of February 8th and Special Board Meeting of February 16th, 2016.**

Director Kliewer asks Secretary Davis about the minutes being separate from the agenda packet.

Secretary Davis explains that as of noon on Thursday, when the agenda packets were due to be printed, she had not finished typing the minutes. Director Kliewer comments it is appropriate to approve the minutes, as the public was invited to attend the original meeting. He asks the Board if they have any questions or suggested changes. The Board takes a minute to review the minutes.

Director Beem motions to approve the minutes from February 8th. Director Miller seconds. Motion passes, 4-0.

Director Beem motions to approve the minutes from February 16th. Director Miller seconds. Motion passes, 3-1-0, with Director Ashworth abstaining, as he was not present at said meeting.

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.**

3 members of the public present; no public comment.

5. **Cash Report**

As of February 29th 2016, the interfund cash balance is \$154,718.63.

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

6a. 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 verifies with Chief Joyce that the employee job descriptions match the City's.

Chief Joyce confirms, and comments that as there are two positions open for Captain, the job description is up for review at the City. Director Beem asks the Board if they have any questions. Director Kliewer clarifies that the Board would be approving the job descriptions for Fire Chief, Assistant Fire Chief, Captain, and Fire Fighter. He asks Chief Joyce about a job description for Battalion Chief, as when discussing the Employee Cost Sharing Agreement between the District and the City, it was mentioned that the Assistant Chief would become a Battalion Chief. Chief Joyce replies that Assistant Chief Duncan's job title will remain the same. In the future, Battalion Chief will replace the Assistant Chief position, and will have the same duties.

Director Beem motions to approve the employee job descriptions. Director Ashworth seconds. Motion passes, 4-0. Director Kliewer thanks Chief Joyce and Director Beem for their work on this agenda item.

6b. Review MSFPD's Facebook page and website; take pictures of Board members to add to website. —Director Anderson

As Director Anderson is absent, this item is tabled until April.

6c. Report from Board regarding Special District Training held February 24th, 2016. — Director Kliewer

Director Kliewer states that he requested this item be placed on the agenda to give the Board a chance to comment about the training, and to provide a public record of the Boards attendance.

Director Miller comments that there were no new items at this year's training, and was educational. Director Kliewer comments that the training was better organized this year, than it has been in the past. Director Ashworth comments that the training is a good yearly refresher.

Secretary Davis comments that it was nice to be able to meet everyone she has been working with, the information on the Brown Act was helpful, and she appreciated the packet of information.

Director Kliewer comments that these trainings are a good opportunity to meet other Board members from across the County.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action to increase tax base at next County ballot. —Director Anderson

As Director Anderson is absent, this item is tabled until April.

7b. Report from Safety Committee. —Director Miller/Secretary Davis

Director Miller asks Secretary Davis to give the Safety Committee report.

Secretary Davis informs the Board that the Safety Committee members are Assistant Chief Duncan, Director Miller, and Secretary Davis, and they had a meeting on February 25th. The committee reviewed Golden State Risk Management Authority's (GSRMA) Loss Prevention Incentive Program (LPIP) application. The District has the opportunity to earn points in three areas: Administrative, Claims, and

Safety and Loss Prevention. The District was able to earn 106 points this year, which qualifies us to receive a 10% discount on our next liability insurance bill. Last year's credit was \$2400.

Secretary Davis informs the Board that the committee also discussed the District's Loss Exposure Experience Plan (LEEP). She explains that the LEEP is a comprehensive written plan that addresses and mitigates substantial factors that contribute to loss experience or exposures, and to reduce potential hazards. The District is encouraged to develop a LEEP annually. The 2015 LEEP was to develop and implement a Heat Illness and Prevention Policy (HIPP). This was not completed, as 2 out of the 3 previous safety committee members were no longer with the District. The Safety Committee decided to reuse this as the 2016 LEEP. As part of the 2016 LEEP, the safety committee plans to: 1). Adapt a PowerPoint presentation, found on CAL-OSHA's website, to be used in the District's training; 2). Print Heat Illness Prevention handouts to be passed out at trainings, and included in new employee packets; 3). To bring a HIPP to the Board for their input and approval.

GSRMA requires a way to track the success of the LEEP, so all heat exposure accidents that result in any illness requiring medical treatment will be well documented and staff members will be debriefed at the next regular safety training. We are also required to set aside some funds from our budget to be used to implement our LEEP, so \$5,000 will be set aside for this purpose. We were able to offset the costs of this with the monies we received from participation in the LPIP program in 2015. This amounted to \$2,461.00.

The next scheduled safety meeting is June 2nd at 10 a.m.

7c. Discussion and Possible Action on proposed changes to MSFPD Bylaws. —Director Ashworth

Director Ashworth comments that he would like to change the Chairpersons job description as follows:

[Located in the Bylaws under Article III, C. (1)]: The Chairperson shall preside over all meetings of the Board; "shall be the sole negotiator of all agreements and resolutions between MSFPD and all other entities;" shall be the.....

He comments that the purpose of this would be to prevent others, Board members or Chiefs, from interjecting themselves into negotiations.

Director Kliever states the issue he has is concerning when the Chairman will get the consensus from the Board before entering into any negotiations. He comments there should be some Board discussion, in a public forum, prior to entering into any negotiations.

Through the Chair, Chief Joyce comments that with this change the Chair person would be the only one talking with other entities, after the Board discusses the topic in an open meeting.

Director Ashworth states that all potential negotiation items would still be placed on the Board agenda, allowing for discussion by the Board, and for public input.

Chief Joyce comments that the Chair would be the sole negotiator for the Board, taking direction from all Board members.

Director Kliewer comments that an addendum [to the Bylaws?] should be added stating that prior to negotiations, the topics discussed have been fully reviewed by the Board, and public input was available. Or something similar, that specifies that the Board expects the Chair to include them.

Director Beem comments that this would not allow the Chair to approve any decisions, or agreements. It would strictly allow him to work out the details with other entities, which would then have to be brought to the Board.

Chiefs Joyce comments that typically to change Bylaws, an item has to be presented at two Board meetings. Director Kliewer comments that this is a good idea, and he would like to have full Board input before changing the Bylaws.

Tom Hastings states that, depending on the topic of negotiation, other Board members, or fire personnel, may have more expertise than the Chair. Or the Chair may be unavailable. He asks if it would be appropriate to allow the Chair to designate a negotiator on his behalf. This designee would have the same restriction as the Chair, and would be unable to enter into any agreements without Board approval.

[Located in the Bylaws under Article III, C. (1)]: Chief Joyce suggests adding “or designee” after The Chairperson.

Director Kliewer states that the Brown Act restricts how many people can be involved in discussing District business outside of an open meeting. He cautions that the Chair would need to keep this in mind when assigning members to negotiations.

Director Ashworth comments that he has another small change to the Bylaws concerning an error on page 4. The District’s website is listed incorrectly. It is suggested to replace it with “MSFPD current website” as the domain could change anytime.

7d. CLOSED SESSION: Performance Evaluation of public employee Secretary Jennie Davis. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors

Director Kliewer comments that Chairman Anderson is absent, and his evaluation should be included in the total evaluation report. He asks the Board what they think.

Director Miller comments that Director Anderson asked him to inform the Board of his evaluation of Secretary Davis. Director Miller comments that he is in favor of getting this done, so Secretary Davis’ pay raise is settled.

Through the Chair Secretary Davis informs the Board, per Brian Morris of County Counsel, any discussion of employee compensation has to be an agenda item to be discussed in an open meeting. She points out that it is not on the current agenda.

Chief Joyce comments that the topic of a possible change in compensation has not been discussed with the Budget Committee. He recommends postponing this item until next month, so as to be able to do this.

Director Beem motions to table this item until April. Director Ashworth seconds. Motion passes, 4-0.

7e. Disclosure of Action in Closed Session, if any.—Board of Directors

Tabled until April.

7f. Discussion and Possible Action regarding Board Ethics information and training. —Director Anderson

Director Kliewer comments there is a flier in the agenda packet announcing an in seat Ethics and Harassment training offered by GSRMA in Williams. Two possible dates are listed. He comments these classes are also available online.

Chief Joyce comments these classes are available through Target Solutions.

Secretary Davis states that this is an agenda item because we have a new Board member who has yet to take the training, and two Board members whose certificates have expired. Director Anderson wanted the Board to have an opportunity to discuss whether to attend an in person training, which would give the District points on next year's LPIP application, but has an expense (in the form of mileage reimbursement) attached or take them online free of charge.

Director Ashworth asks if the Board would receive points for taking the class online. Secretary Davis doesn't think so. Director Beem asks to have this clarified.

Chief Joyce points out that the District Board will be attending the Special District training again next year, and would get LPIP points for that. He doesn't think it is worth the Board driving to Williams.

Director Kliewer comments that the in seat training is offered free of charge.

Chief Joyce comments that GSRMA is hosting the in seat training, and provided the District with Target Solutions.

Director Kliewer states it doesn't make sense to drive to Williams, when the class can be taken online. He asks what the estimated cost for the mileage reimbursement would be. Director Ashworth comments that the mileage reimbursement rate is \$0.575 per mile, and Tom Hastings comments the distance to Williams is 162 miles, one way.

Secretary Davis informs the Board they would have to RSVP to the in seat training by April 1st.

Chief Joyce comments that spending an estimated \$1000 [(162 miles x 2) x .575 x 5 Board members] to earn three points, doesn't make sense as the District received \$2400 back last year from GSRMA. Secretary Davis points out the District may not receive that much back this year, as the District's liability will decrease with the new employee cost sharing agreement.

Director Kliewer comments that, per this discussion, if any Board member decides to attend the in seat training, they would not be reimbursed for mileage. All Board members will be taking the training online.

8. Next regularly scheduled Board Meeting Monday, April 11th, 2016 at 10:00 a.m.

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

Chief Joyce reads the February report. (See attached.) He comments that of the 56 calls, only 1 was out of the Mount Shasta area.

Training report: Trained donning full turnouts with SCBAs, in a timed event; Chief Joyce taught a Command 1C class at COS, with 29 students; Assistant Chief Duncan did [took or taught?] a class on firefighter safety and survival at COS; worked on fire behavior, watching the video "The Art of Reading Smoke", which teaches how to read smoke from a structure fire to tell you how a fire is traveling.

He informs the Board that there have been 3 structure fires since January, that have all been determined to be arson fires. They are still under investigation, and he informs the Board to state that if asked.

There was one arson vegetation fire, which burned ¼ acre. The suspect was caught, and jailed.

10. Fund Transfers

Secretary Davis informs the Board there were a few fund transfers recognizing earned revenue, and allocating those revenues to expense accounts.

11. Payment of the Bills

Director Ashworth motions to pay the bills. Director Beem seconds. Motion passes, 4-0.

Director Kliewer reminds the Board to review the Calcard file.

12. 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 Kliewer reminds Secretary Davis to include an item for compensation on the next agenda.

Secretary Davis comments that she had a hard time transcribing the meeting minutes from February's regular Board meeting. Chief Melo contributed a lot of information, but was not sitting near a

microphone, so it was hard to hear him. She recommends moving the public seating closer to a microphone. She also cautioned the Board about interrupting speakers, and cross talking, as that makes it hard to hear the speaker, as well.

13. Adjournment

11:34 a.m.