

MOUNT SHASTA FIRE PROTECTION DISTRICT

REGULAR BOARD MINUTES

WEDNESDAY, March 17, 2021

10:00 A.M.

600 MICHELE DRIVE

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

ITEM:

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**
10:01 AM Andy Grossman gave the invocation and led the flag salute.
- 2. Roll Call**
Ashworth, Miller, Hamilton, Kliewer, Joyce – present Melo, Duncan - absent
- 3. Approval of Minutes for the Regular Board Meeting of February 17, 2021**
M/S/C (Hamilton/ Miller 3-0) to approve minutes of February 17, 2021
- 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 Comments 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 February 2021**
\$210,710.64 cash on hand as of February 28, 2021
- 6. Old Business and Board Directives from Previous Meetings**

6a. Update on Ashworth meeting with Dana Barton.

1) Appropriateness of County accounting regarding the District's Contingency Account 800000 balance

No return call or meeting with Dana Barton regarding this issue.

2) Inquiry into the District conducting our own independent accounting and banking

Ashworth spoke to County Supervisor Kobseff and District Auditor Alex Kalau regarding this issue. Kalau emailed Ashworth the California Government Code instructions relating to the issue, a copy of which was handed out to each Board member. It is a State matter, not a County matter. Ashworth requested the Board review these instructions and come back to the next Board meeting with a Resolution to conduct the District's accounting and banking independently according to these instructions as well as a Resolution to open a District bank account.

7. New Board Business and Possible Action

7a. Review and approve draft Audited Financial Statements for fiscal 2019 and fiscal 2020. Sign Representation Letter, dated February 27, 2021.

M/S/C (Miller/Hamilton 4-0) to approve the draft Audited Financial Statements for fiscal 2019 and 2020.

7b. Reminder to the Board that Form 700 is due to the County by April 1, 2021. This is an Annual requirement. Can be done on-line, in person or by mail.

Ashworth, Hamilton and Miller have filed Form 700. Kliewer will file by April 1, 2021.

8. Next regularly scheduled Board Meeting is for Wednesday, April 21, 2021 at 10:00 a.m.

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

66 calls 3.45 minutes average response time 5 responders per call

All personnel have passed the annual Fit Test. Two medical trainings were held.

Chief reported he is holding \$313,719.98 in State checks for deposit from Strike Team invoices and the District has an additional \$113,184.61 in receipts owed.

Kliewer asked how the McCloud FD was doing. Chief responded they were doing the best they can. There have been improvements.

Kliewer asked how the Weed FD was doing. Chief responded they were struggling with record keeping issues.

10. Donations

None

11. Deposits

- **\$ 40.00 Baker Restitution**
- **\$2,159.16 Reimbursement for FEMA Covid-19 from City of Mt. Shasta** (from a Regional Grant submitted by the City for purchase or reimbursement of Covid-19 safety supplies per Chief Joyce)

12. Fund Transfers

None

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

M/S/C (Hamilton/Miller 4-0) to approve payment of bills as presented including the Journal Voucher for \$70 to General County Fire via IGC for 7.01.20 – 9.30.20.

14. Ratify Payroll Claims – supporting documentation will be provided during the meeting

- **Regular Payroll: 01.01.21 – 01.14.21**
 - **\$ 26.02 double payment of Federal taxes**
- **Regular Payroll: 02.12.21 – 02.25.21**
 - **\$ 156.99 wages**
 - **\$.00 Federal taxes (\$26.02 already paid with the double payment above.**
- **Regular Payroll: 02.26.21 – 03.11.21**
 - **\$ 145.46 wages**
 - **\$ 24.08 Federal taxes**

M/S/C (Hamilton/Miller 4-0) to approve payroll claims as presented.

15. Board Comments and Questions: At this time, members of the Board may ask questions of staff, request reports be made at a later date, or ask to place an item on a subsequent agenda on any subject with the Board's jurisdiction. In addition, the Board members may take this opportunity to make comment on any topic not on the agenda; however, no deliberation may be conducted, and no decision made on such topics.

Miller asked Chief what was happening with the Hammond Ranch FD. Chief replied our District is not taking it over but will be available to answer/assist in calls when needed.

Kliewer suggested the Board be aware of who the District was using for employee counseling in cases of trauma and/or PTSD. Chief replied he was using Andy Grossman, Keith Bradley and Jason depending on the situation and the employee.

Kliewer requested the Chief provide the Board with the cost and number of runs the District incurs annually in servicing the Lake Siskiyou campgrounds. The District may need to increase the charge to the County.

16. Adjournment

M/S/C (Kliewer/Miller 4-0) to adjourn at 10:46 am

Respectfully submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman