

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

WEDNESDAY, APRIL 10, 2019

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, and Flag Salute

10:00 am Chaplain Bradley gave an invocation and led us in the flag salute

2. Roll Call

Ashworth, Miller, Hamilton, Kliewer, Joyce present.

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

M/S/C (Miller/Hamilton, 4-0)

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.

None

5. Cash Report

As of 3/31/19, the interfund cash balance is \$532,884.75

6. Old Business and Board Directives from Previous Meetings

6a. Status of Board members Ethics & Harassment training

Hamilton has completed the Anti-Sexual Harassment and the Ethics courses with certificates of completion turned in.

Kliewer to take courses by next Board meeting.

7. Old Business and Board Directives from Previous Meetings

7a. Review and approve Mt. Shasta Emergency Preparedness Plan pamphlet for distribution.

Chief Joyce handed out the pamphlets. Mike Hamilton suggested a correction: add “medications” to the “Be Prepared to Evacuate” section. Though we discussed sharing the printing costs with the City at the last Board meeting, the cost of printing is estimated at \$500, so our District will pay the entire printing costs and the City will pay for the mailing costs. The dates for the outreach are to be determined. These outreach meetings should be attended by both fire teams. Currently outreach is underway to Elderly/Care homes and certain neighborhoods where transportation may be a problem.

A motion was made to approve the pamphlets with the correction suggested and have our District pay the entire cost of printing. M/S/C (Miller/Hamilton, 4-0)

7b. Approve new mission statement

Tabled until the May Board meeting. Chief Joyce will follow-up.

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

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

Chief Joyce read the March report. 61 calls. Average response time was 3:30 with an average of 5 responders per call. Had trainings on Low Angle Rope Rescue and two medical trainings on shock and trauma triage.

10. Donations

None

11. Deposits

- \$36,378.54 Carr Fire
- \$75.00 Baker restitution

12. Fund Transfers

- \$36,379.00 Allocation of Carr Fire revenue (acct.540800) to Salaries and Wages (acct. 611100) \$33,135.00 and Special Departmental Expenses (acct. 728000) \$3,244.00
- \$13,389.00 Correction of revenue allocation for Delta 1A, Delta, Station Coverage (1/08/19 check) and Stone Fire between Salaries and Wages (acct. 611100) \$13,389.00 and Special Departmental Expenses (acct. 728000) -\$13,389.00.

M/S/C (Miller/Hamilton, 4-0) 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/Hamilton, 4-0) to approve payment of bills as presented.

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

- **Regular Payroll: 03.01 – 03.14.19**
 - \$271.51 wages
 - \$44.98 Federal taxes
- **Regular Payroll: 03.15 – 03.28.19**
 - \$90.50 wages
 - \$15.00 Federal taxes

Stipend Payroll: 01.01 – 03.31.19
\$1108.20 wages
\$183.60 Federal taxes

Qrtly CA UI and ETT payments: 01.01 – 03.31.19
\$409.67

M/S/C (Miller/Hamilton, 4-0) 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.

-Weaver handed out a summary of all strike team revenues received and allocated for this fiscal year.

-We have Chad McCall’s resignation in writing. Weaver will notify the County and follow-up with paperwork necessary. Miller suggested John Santay may be a possibility for the Board vacancy even though he is planning to move by the end of the year. Chief Joyce will talk to Chief Melo to see if he knows of a possible replacement.

-Kliwer inquired as to how the rising gas prices might affect our budget and if we should be increasing our cost sharing with the City if the increased costs are substantial. Chief Joyce believes we have enough budgeted to cover fuel cost increases but will check with Muriel to see if there is any action necessary on our part.

-Chief Joyce requested we put “2019-2020 Budget Review on May agenda. He will provide copies of proposed budget to the Board ahead of time, so they have time to review before the meeting.

15. Adjournment

M/S/C (Miller/Hamilton 4-0) to adjourn at 10:48 am

Submitted Respectfully,

Secretary Weaver

Approved:

Chairman Ashworth