

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, APRIL 11TH, 2016

ITEM:

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

10 a.m.

2. **Roll Call.**

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

3. **Approval of Minutes for the Regular Board Meeting of March 14th, 2016.**

Director Miller comments about Secretary Davis' comment to the Board regarding cross talking during others' comments and suggests putting a reminder on the agenda to refrain from talking while a speaker has the floor. Director Anderson asks him to bring it up when they get to item 12.

Director Kliewer motions to approve the March 14th minutes.

Director Ashworth seconds.

Motion passes, 5-0.

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.

No public present, at this time.

5. **Cash Report**

As of March 31st, 2016, the interfund cash balance is \$155,187.84.

Tom Hastings arrives.

Director Anderson asks if all strike team payments have been received. Secretary Davis states that she isn't sure and suggests that would be a better question for Chief Joyce.

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

6a. Review MSFPD's Facebook page and website; take pictures of Board members to add to website.

—Director Anderson

Director Anderson comments that he used to run the District's Facebook page, when he first joined the Board. He states that he believes it was turned over to Secretary Patania. He comments that he doesn't see anything being done with it at the moment.

He comments that he spoke with Chief Joyce regarding the District website, and Chief Joyce plans to continue running it, as he developed it and has the software for it. Director Anderson comments that the website is not showing an updated Board roster, and the agendas are not current.

Director Anderson states that he thinks it would be best if Chief Joyce continues with the website, and indicates that Secretary Davis should work on the Facebook page. Through the Chair, Secretary Davis informs the Board that Tom Hastings is the administrator for the District's Facebook page, and she had asked Tom to make her an administrator as well. She and Tom discussed the use of Facebook, and plan to make events for the monthly Board meetings, and post pictures of employee and volunteer trainings.

Tom comments that he created the page 6 or 8 years ago. He comments that he set it up so Secretary Davis can post as Mount Shasta Fire Protection District. He informs the Board that they posted a notice, on Thursday, of today's Board meeting, and it was viewed by 66 people. He informs the Board that MSFPD currently has 664 likes. He states that he posted a picture from a vehicle fire in Dunsmuir a couple of days ago, and the post reached 918 people. He asks the Board what they would like to see on the page. Director Anderson replies to keep doing what he's been doing. Tom comments that Instagram is gaining in popularity, and starting an account for the District would be a possibility. He mentions that he will post a flyer for the annual fundraising dinner, when it is available.

Tom asks Secretary Davis when the agenda is finalized. She replies it is ready the Thursday prior to the meeting. He comments that posting the agenda on the website Thursday or Friday doesn't leave a lot of time for people to see it. He states that he thinks it would be better to post the agenda earlier in the week, and the minutes as soon as they are complete. Director Anderson asks Secretary Davis if that would work. She replies that the Board members have until noon on the Thursday prior to the meeting to add any agenda items, so the agenda could change if posted earlier. She comments that Chief Joyce does not work on Thursday or Friday, and when she completes the agenda, she emails it to Chief Joyce, but is unsure what day it is posted to the website.

Director Anderson comments that he thinks it would be an advantage to post the agenda earlier. Secretary Davis reminds the Board that the agenda item worksheet due date is in the Board Bylaws. Director Beem asks if it would be possible to move it one day, to Wednesday, as Chief Joyce works on Wednesday. Director Ashworth asks Secretary Davis if she could do that. She comments that she does not work on Wednesdays, but could come in if needed. Director Kliever suggests making this an agenda item. Secretary Davis suggests talking with Chief Joyce about training her to post the agendas to the website, so she could post them Thursday before she leaves for the day.

Director Anderson asks Secretary Davis to put this on the agenda. Secretary Davis clarifies that he wants the website agenda item left on the agenda.

Director Kliewer asks if the website posting qualifies as an official posting. He comments that he understands that if we have a website, we need to post the agenda online, but it didn't count as an official posting. Secretary Davis comments that she is not sure if it counts as an official posting.

Director Kliewer comments that he saw Tom's post on Facebook, and appreciated it.

Director Anderson comments that a portion of 6a [the MSFPD website] is held over until next month, and the photos will be taken when the meeting adjourns.

6b. Discussion and Possible Action to increase tax base at next County ballot. —Director Anderson

Director Anderson comments that during the last election, he had tried to carry an issue to increase the assessments, to increase the District's revenue, and was told that it could not be placed on the ballot, as the GANT Act was already on the ballot. He states that the purpose of making this an agenda item is to bring this to the Boards attention, with the intention of putting it on the ballot this coming November.

Director Ashworth asks why we are raising the assessment. Director Anderson replies it would be to increase the revenue base, as it hasn't been done in many years. Director Ashworth states that if the District had a specific goal for certain purchases, he would be in favor of placing this on the ballot. He understands that it hasn't been raised recently, but every time a structure is built, the District gets a bit more funding. He states he is not in favor of raising the tax rate.

Director Anderson states 3 or 4 years ago, they were only able to raise the assessments by a certain percentage. He states, at the time, the District was in the red, but as the District is in the black he comments that Director Ashworth's point is well taken.

Director Miller comments that he doesn't think now would be a good time to start talking about raising taxes, as members of the community, including himself, are still upset about the CalFire tax.

Director Beem comments that he is also not in favor of raising the taxes. He states that the City is an LRA, and researching avenues to get out of the CalFire tax. Director Miller agrees.

Director Kliewer comments that he would like Chief Joyce to be part of this discussion, to determine the state of the District by looking at the budget. He comments that the District cannot live off of a strike team budget. He reminds the Board that only two years ago, the excess was 1% or less for a year's budget, which amounted to about \$3000. While the District has some excess now, due to strike team payments, he reminds the Board that no entity can rely on crisis monies to run an organization. He would like Chief Joyce to present a budget to the Board, and any possible future needs of the Department, so the Board may consider if the tax increase is necessary. Director Anderson asks Secretary Davis to put this on the next agenda.

Director Anderson comments that he, Chief Joyce, and Director Kliewer had a Budget Committee meeting last week. He states that it seems to him, strike team payments aside, the District was in the

black. He believes the District is not operating entirely on a strike team payment budget, as the District has kept costs down, the equipment is taken care of, etc.

Director Kliewer reiterates that he would like Chief Joyce to share with the entire Board, so they may have a good overall perspective of how the District is financially, and possible future needs. Director Anderson asks Secretary Davis to put this back on the agenda.

Director Ashworth comments that there are other options to increase revenue, which can be discussed at another time. Director Anderson invites him to share them with the Budget Committee, at another time.

6c. Discussion and Possible Action on proposed changes to MSFPD Bylaws. —Director Ashworth

Director Ashworth reminds the Board that this is the second reading of the proposed changes to MSFPD Bylaws. He states that the proposed change is a minor one, and would make the Chair the sole negotiator. He reads, [from the Bylaws, located in Article III, C. (1)]: “.....The Chairperson shall preside over all meetings of the Board; [insert proposed change here] shall be the sole negotiator of all agreements and resolutions between Mount Shasta Fire Protection District and all other entities;...”. He explains his thought on this is to prevent others from interjecting. The Chair would still have to bring items up for negotiation or agreement before the Board, to discuss and approve.

Director Kliewer comments that he thinks this is a good idea. He asks if the document included in the packet was Director Ashworth’s original wording. Secretary Davis states that it had been suggested during the first reading that “or designee” be added after “The Chairperson”.

Director Ashworth motions to approve proposed changes to MSFPD Bylaws. Director Miller seconds. Motion carries, 5-0.

Director Beem asks if a roll call vote is necessary. Director Anderson states, that as the vote is unanimous, a roll call vote is not needed.

6d. 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

Board withdraws for closed session at 10:43 a.m.

6e. Disclosure of Action in Closed Session, if any. —Board of Directors

Meeting resumes at 11:08 a.m.

6f. Discussion and Possible Action regarding potential adjustment in compensation for Secretary Position. —Board of Directors

Director Anderson informs Secretary Davis that the Board would like to offer her a \$1 an hour raise.

Secretary Davis thanks the Board and accepts the \$1/hour raise.

Director Miller motions to increase Secretary Davis' wages to \$13 per hour. Director Ashworth seconds. Motion carries, 5-0

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action regarding Secretary's timesheet and payroll approval. —Director Miller

Director Miller states that Secretary Davis is the only paid employee in the District, and Secretary Davis does her own time sheet. He comments there is no validation process, other than the fact that the Chief and Asst. Chief review the timesheet and approve it. He comments that during the fire season, it is not often that they both are here. He asks how much assurance the Board has, in the event Secretary Davis were to leave, that the next Secretary would be as honest. He comments that he spoke with Chief Joyce and was informed that Chief Joyce is fine with the current system.

Director Anderson states that he usually comes in Mondays and Thursdays, for varying amounts of time, and all that shows him is that Secretary Davis was working while he was there. He states that he has no problem with that, but would like to have a check and balance, so as to validate this information if asked by a member of the public. He comments that this has never been an issue during audits, or with the County.

Director Beem comments that the Board needs to be able to trust the Secretary, whomever that may be, to show up regularly, or they are not the right person for the job. He comments that having Chief Joyce and Asst. Chief Duncan double check her time is sufficient. He comments that the Secretary is in charge of a lot of things in the District, and if they can't trust her to show up, then there are bigger problems.

Director Ashworth comments that the current verification system is sufficient, unless there is currently a problem.

Director Anderson comments that speaking of a check and balance system brings another subject to mind. Chief Joyce receives all of the bills, invoices, etc., and he then gives them to Secretary Davis to process. He comments that he never sees a signature, from either Chief, approving the expenditure. He would like Chief Joyce to approve all bills, by signing them, before they are brought to the Board meeting.

Tom Hastings comments that in the past, the check and balance system for the monthly bills, was the Board reviewing the warrants every month. This gives the Board the opportunity to catch any irregularities, and ask any questions they may have.

Secretary Davis comments that she understands, and appreciates, Director Millers concern over this item, as it is not a good idea to have blind trust in any employee, and then thanks the Board for their expressions of trust. She informs the Board that either the Chief or Asst. Chief, whoever was on duty

that day, have been initialing next to the hours she has on her time sheet. She comments that the system has been working well so far, if the Board is satisfied with the arrangement, but would be happy to do what makes the Board comfortable. Director Anderson comments that as long as it is being initialed by the Chief or Asst. Chief, a check and balance is in place.

7b. Discussion and Possible Action to implement a Harassment, Discrimination, and Retaliation Policy. —Director Anderson

Director Anderson introduces this item and turns it over to Secretary Davis. She informs the Board of a new requirement by California's Department of Fair Employment and Housing that requires all California employers to implement a Harassment, Discrimination, and Retaliation Prevention Policy, in writing with specific provisions. This must be distributed to all employees, and employers must receive an acknowledgement from each employee stating they understand the policy. Jennifer from GSRMA forwarded this information, including an example policy, and a brochure to hand out to all employees. She informs the Board that MSFPD's current policy is not sufficient to meet this new standard, and recommends adopting the new one.

Chief Joyce recommends rewriting the policy, as MSFPD has a current harassment policy, and a current EEO policy in its Policy and Procedures. The new policy combines the two. Secretary Davis confirms she will retype the policy, and asks if the Board would need a resolution to approve the new policy. Director Anderson informs her that it does and asks for this is to be put on next month's agenda.

8. Next regularly scheduled Board Meeting Monday, May 9th, 2016 at 10:00 a.m.

Directors Ashworth, Kliewer, and Miller are unable to attend.

The meeting is rescheduled for Wednesday, May 11th at 10 a.m.

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

Chief Joyce reads the March report. See attached.

Training report:

He reports that Captain Hastings, Lieutenant Bruni, and Lieutenant Cervelli attended a Driver/Operator 1A class in Shasta Lake City. Director Miller observes that he trained all three gentlemen; Chief Joyce taught a Ventilation and Forcible Entry class at COS; Chief Joyce, Assistant Chief Duncan, and Captain Burns taught a 2 day auto extrication class at COS; trained on hose line placement and deployment; had structure fire arrival drills.

He informs the Board that the water tender has new tires. Engine 4612 had an alignment in Redding. 4612 was out of service due to electrical issues, had a water level sensor replaced, and is back in service.

Director Kliewer asks if the department will receive any monies, via EF Recovery, for any of the 6 traffic accidents mentioned in the March report. Chief Joyce states that there were 2 claims submitted.

10. Fund Transfers

Secretary Davis informs the Board there is one fund transfer recognizing unanticipated revenues from the March report, and allocating said revenue to Special Departmental Expenses.

11. Payment of the Bills

Director Kliewer motions to pay the bills. Director Miller seconds. Motion carries, 5-0.

Director Kliewer asks Secretary Davis to explain why she is no longer using NCR papers. She explains that the white copy (with original signatures) is sent to the Auditor's office, the yellow copy isn't needed, and the District keeps the pink copy for its records. She explains that she has to photocopy the white copy, as the signatures do not show clearly on her pink copy. Diane at the Auditor's office informed her we don't have to use the NCR paper, so we are no longer using it. This saves the District money, as reams of NCR paper are expensive. Warrants will be printed on regular copy paper. Once signed, a copy will be kept for our records, and the original sent to the Auditor's office.

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.

Tom Hastings informs the Board that the Association's annual fundraising dinner is April 30th at Parrish Hall. He invites the Board to come support the Association.

He thanks Director Ashworth for attending a weekly training. He mentions that many of the guys commented, and appreciated the support.

Director Anderson asks Chief Joyce to initial all monthly bills. He comments that the previous Secretary would provide him with a vendor summary, and the monthly statements, so he could go through them.

Director Kliewer asks to put a discussion regarding the last audit, and audit costs, on the June agenda.

13. Adjournment

11:52