

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

**WEDNESDAY, April 15, 2020**

**10:00 A.M.**

**600 MICHELE DRIVE**

---

---

<b>CHAIRMAN ROBERT ASHWORTH</b>	<b>VICE-CHAIRMAN JACK MILLER</b>	<b>DIRECTOR MIKE HAMILTON</b>
<b>DIRECTOR RICHARD KLIEWER</b>	<b>DIRECTOR</b>	<b>CHIEF MATT MELO</b>
<b>CHIEF RICK JOYCE</b>	<b>BATTALION CHIEF JOHNATHAN DUNCAN</b>	<b>SECRETARY CHRIS WEAVER</b>

---

**ITEM:**

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**  
10:00 AM, Director Kliewer said a prayer
  
- 2. Roll Call**  
Ashworth, Miller, Hamilton, Kliewer, Joyce – present      Melo and Duncan - absent
  
- 3. Approval of Minutes for the Regular Board Meeting of March 18, 2020**  
M/S/C (Miller/Hamilton 3-0) to approve March 18, 2020 minutes
  
- 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 March 2020**  
\$513,541.06

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

**6a. Progress report on 5-year plan for District/City**

Still pending per Chief Joyce

**7. New Board Business and Possible Action**

**7a. 1<sup>st</sup> Quarter 2020 Balance Sheet, Profit and Loss Statement and Cash Flow Statement presented for Board review and approval.**

M/S/C (Miller/Hamilton 4-0) to approve Balance Sheet, P and L, Cash Flow statements.

**8. Next regularly scheduled Board Meeting is for Wednesday, May 20, 2020 at 10:00 a.m.**

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

65 calls      2.305 minutes average response time      5 average responders per call

Future trainings have been discontinued.

Kliwer asked Chief to elaborate on safety measures for our crews for Covid-19 being taken by our District. Every responder keeps their distance. One responder who is fully suited for safety approaches the person(s) in distress to ask if they have any Covid-19 symptoms. If they do not have symptoms, rescue procedure continues. If they do have symptoms, the response team all suits up for safety and the rescue procedure continues. Unfortunately, at times the situation is risk vs gain.

Miller inquired if we have enough protective gear? Chief said we stocked up and have an adequate supply.

**10. Donations**

None

**11. Deposits**

- **\$ 25.00 Baker Restitution (04/09/20)**

**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.**

Hamilton asked what the Sirenet bill was for – spotlights

Hamilton asked if there was a double credit for Sani-Chem on CalCard? No

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

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

- **Regular Payroll: 03.13.20 – 03.26.20**
  - **\$ 113.13 wages**
  - **\$ 18.74 Federal taxes**

- **Regular Payroll: 03.27.20 – 04.09.20**
  - \$ 145.45 wages
  - \$ 24.10 Federal taxes
  
- **Mott Fire and 89 Fire Strike Teams**
  - \$ 321.65 wages
  - \$ 53.30 Federal taxes
  
- **Quarterly Stipend Payroll: 01.01.20 – 03.31.20**
  - \$1200.55 wages
  - \$ 198.90 Federal taxes
  
- **Quarterly CA UI and ETT Taxes: 01.01.20 0 03.31.20**
  - \$ 144.38 State taxes

M/S/C (Miller/Kliwer 4-0) to ratify 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 inquired how we were handling payroll and bill payment now that County offices were closed to the public. Weaver explained the new procedure where warrants and journal vouchers are faxed to the County, processed, and warrants and vouchers mailed back to the District. Board asked to have this new procedure reviewed at next Board meeting. Weaver will put on Agenda.

**16. Adjournment**

M/S/C (Ashworth/Miller 4-0) to adjourn meeting at 10:38 a.m.

Respectfully submitted,

Chris Weaver

Approved,

Chairman Ashworth

