

# **MOUNT SHASTA FIRE PROTECTION DISTRICT**

## **REGULAR BOARD MINUTES**

**WEDNESDAY, April 21, 2021**

**10:00 A.M.**

**600 MICHELE DRIVE**

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<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>

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### **ITEM:**

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

10:04 AM Chaplain Bradley 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 March 17, 2021**

M/S/C (Kliewer/Miller 4-0) to approve minutes of March 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 March 2021**

\$207,914.91 cash on hand as of March 31, 2021

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

None

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

### **7a. Review and Discussion of Wayne Hammar, Siskiyou County Treasurer-Tax Collector, email dated April 2, 2021 regarding requirements of California Government Codes 61052 and 61053 to establish an alternative depository to the County Treasurer.**

Board reviewed Hammar email. No discussion.

### **7b. Review of draft Resolution to establish an alternative depository and conduct the District's accounting and banking independently of the County.**

Ashworth reiterated he had spoken with our auditor from AGT regarding our intentions, as well as Connie from the Bella Vista Water District who has been through this process. Her District has a \$6M budget. She offered to be a resource any time we had questions.

Secretary Weaver shared information she had gathered from Charlie Pillon, a local CPA who specializes in government accounting and auditing for small districts. The Board authorized Weaver to engage Pillon to take a look at our current QuickBooks accounting system to advise what, if anything, we need to do to adhere to generally accepted government accounting procedures.

The Board reviewed the draft resolution, item by item:

- A. No change. The Board acknowledged the need to appoint a Treasurer for the District. This will be put on a future agenda for discussion and action.
- B. No change
- C. Board asked to have this item revised to read "The District Treasurer and all District employees responsible for handling the District's finances are bonded in the amount of \$15,000,000 per occurrence. The District shall pay the cost of the bond."
- D. No change
- E. No change
- F. No change. The Board acknowledged that both a general account and a payroll Account will be established with Tri Counties Bank. The Bank will need signature cards for all authorized signatories and a copy of the District's organizational documents to establish these accounts. The District will be utilizing Public Funds Interest Checking Accounts. Ashworth will be responsible for inquiring about minimum balances and fees associated with these account.
- G. No change
- H. No change
- I. No change
- J. No change

A vote was called on this resolution with the revision to item C. It passed with 4 ayes and 0 noes. No Board members were absent.

Ashworth will take a copy of the approved Resolution to Supervisor Kobseff to find out what our next step is.

**7c. Review and approve District's Balance Sheet, Profit & Loss Statement and Cash Flow Statement for the Fiscal Quarter January 1, 2021 – March 31, 2021.**

M/S/C (Kliwer/Hamilton 4-0) to approve the Balance Sheet, Profit and Loss Statement and Cash Flow Statement as submitted for the Fiscal Quarter January 1, 2021 – March 31, 2021

**7d. Review and approve AGT's Letter of Audit Findings, dated February 27, 2021 for the fiscal years 2019 and 2020.**

M/S/C (Hamilton, Miller 4-0) to approve AGT's Letter of Audit Findings, dated February 27, 2021 for the fiscal years 2019 and 2020.

**8. Next regularly scheduled Board Meeting is for Wednesday, May 19, 2021 at 10:00 a.m.**

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

73 calls                      3.35 minutes average response time                      5 responders per call

Two radio trainings with the new mobile and portable radios. Two medical trainings on patient assessments and splinting. Drafting and pump operations with new engine.

In answer to Kliwer's question last month, Chief reported we handle 20 -30 calls a year for the Lake Siskiyou campgrounds. Currently there is no need to increase the charge to the County. Chief will advise if our calls there increase significantly.

Kliwer asked if a change in the Mt. Shasta General Plan would increase our calls. Chief explained the current discussions are very preliminary. This is just the beginning of the process for a new General Plan. We will have to wait to see what the first draft contains to see how any changes will affect the District.

Communication between Weed FD and other FDs is still an issue. We weren't called out to help on a call we should have been on. Chief will follow up.

Ashworth requested we turn off the heat at Station #2 to save money. Chief will follow up.

**10. Donations**

None

**11. Deposits**

- \$ 20.00 Baker Restitution

**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.

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

- **Regular Payroll: 03.12.21 – 03.25.21**
  - \$ 114.28 wages
  - \$ 18.94 Federal taxes
- **Regular Payroll: 03.26.21 – 04.08.21**
  - \$ 60.03 wages
  - \$ 9.94 Federal taxes
- **Quarterly Tax Deposit for CA U.I. and E.T.T.: 01.01.21 – 03.31.21**
  - \$ 114.93
- **Quarterly Tax Deposit for CA U.I. and E.T.T.: 04.01.21 – 04.14.21**
  - \$ 55.11
- **Stipend Payroll: 01.01.21 – 03.31.21**
  - \$ 646.45 wages
  - \$ 107.10 Federal taxes

M/S/C (Kliewer/Hamilton 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.**

None

**16. Adjournment**

M/S/C (Hamilton/Miller 4-0) to adjourn at 11:09 a.m.

Respectfully submitted,

Approved,

Chris Weaver, Secretary

Bob Ashworth, Chairman

