

CHAIRMAN JACK MILLER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

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**MONDAY, MAY 12, 2014 MINUTES**

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**ITEM**

1. **Call to Order and Flag Salute.**

10:00 a.m.

2. **Roll Call.**

Director Kliewer, Director Hoyt, and Director Miller are present. Director Libby and Director Anderson are absent.

3. **Approval of Minutes for the Regular Board Meeting of April 14th, 2014.**

After Chairman Miller grants Director Kliewer a few minutes to review the minutes, and he has two questions about what he has to say, and states that it may be on the agenda and it may be on the agenda. On page 5 he asks about a cost estimate about putting an item on the ballot.

Chief Joyce asks which item.

Director Kliewer states it is about the GANN.

Secretary Patania states that this is on the agenda to be discussed under 6d.

Director Kliewer just didn't want to forget. He also has questions about the abandoned runway, but will ask about this during the Chief's Report.

Chairman Miller asks for other questions, and then asks if someone want to make a motion. Director Kliewer makes a motion to approve the minutes, Director Hoyt seconds the motion, and the motion carries 3-0.

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 is present.

Director Kliewer comments that we can read the above statement if public arrives.

5. **Cash Report**

\$127,851.21 Total Inter-fund Cash as of 04/30/14

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

**6a. Discussion and Possible Action on reviewing progress to-date on Stale-Dated Warrants.—Chairman Miller/Secretary Patania**

One affidavit was received back from Nick Cervola and submitted to the auditor's office. Secretary Patania suggests that we do this on a quarterly basis, which is in line with what the auditor's office suggested. Primarily, the ones that we are still concerned with have to do with the tax issue on item 6b, and we can discuss the stale-dated warrants specific to that item.

Director Miller agrees with the Secretary that we could do this on a quarterly basis.

Director Kliewer states that he would like to see the list when it comes out from Orlyn Torafson on a quarterly basis.

(Tom Hastings arrives.)

Director Miller asks for a motion to have this item be a quarterly review rather than a monthly review.

Director Hoyt makes a motion to this effect. Director Kliewer seconds the motion, and the motion carries 3-0.

**6b. Discussion and Possible Action of IRS Payroll Tax Issues that occurred in 2002-2004.—Chairman Miller/Secretary Patania**

Secretary Patania states that in order to talk to the IRS, she needs a more detailed power of attorney, form 2848 from the IRS to represent the District in discussing the Civil Penalty from the 2004 period. This was from the direction of an IRS representative.

Director Kliewer asks that the Board have copies, and also that it is important for the Board to stay informed on the approval of forms, because they may need to take action in a Board meeting. He then makes a motion to approve the pre-designation of the power of attorney of Sarah Patania as an addition to Lynn Teuscher from AGT who is the primary POA.

Director Hoyt seconds the motion, and the motion carries 3-0. Chairman Miller signs the form.

**6c. Discussion and Possible Action on extending the borders of the MSFPD, with a report from LAFCO regarding District Boundary adjustments.—Director Libby**

Item is tabled until the June 2014 meeting per Chairman Miller.

**6d. Discussion and Possible Action regarding placing GANN initiative on the November 2014 ballot with Resolution#05122014-A.—Director Kliewer**

Director Kliewer refers to the above resolution, and directs the Board to the copy in their agenda packets. He states that the Board needs to decide the amount that we need to increase the spending limit by. It is important to place this on the ballot every four years. He opens the discussion for what number we would like to put the GANN limit at. We have also had a budget increase because of increased building of homes, etc...in the area. We also talked about the possibility of a larger increase in what we receive because of the four year span. This is important due to the fact that in two years we anticipate revising Measure G, which Director Anderson spoke about at the last meeting. Bob Cummins gave us some information about this in March of this year, and confirms with the Secretary that this GANN limit was \$375,000. He refers to the email that Bob Cummins sent stating that this amount would be good, with the caveat to be careful if we increase the Special Assessments.

Chief Joyce states that in the Budget Meeting there was some discussion about this. He recalls that the range to set the GANN limit at was somewhere between \$425,000 and \$450,000.

Director Miller asks why we need to increase it by this amount.

Director Kliewer explains that if we have additional people building in the District, and if we increase our Special Assessments in two years, we would be over the budget at \$375,000. He states that last year our income was \$304,000 and if we add for 2% increase we would be at \$330,000 at the end of four years, with the current limit at \$375,000. He thinks he would be comfortable at \$425,000.

Tom Hastings asks what our current budget is versus revenue.

Chief Joyce states that we currently receive about \$310,000.

Secretary Patania provides the current budget to the Chief.

Chief Joyce states that to date, \$431,808 is our revenue, but it includes strike team monies, which are not taxes. State fires were \$32,000 and Fed fires were \$117,000 and these are not part of the GANN.

Director Miller asks if this would be fiscal or calendar year.

Secretary Patania states that this is for the fiscal year.

Chief Joyce reiterates that State and Federal Strike Teams are not part of the GANN limit. If we are at \$425,000 we will be safe even with the Special Assessments because they would increase the budget by \$75-80,000. He thinks that the total was around \$142,000 and that normally we receive \$58,000 from the Special Assessment.

Director Miller asks what the projected amount is.

Secretary Patania states that she thinks it is projected to be around \$320,000.

Director Kliewer reviews the letter from Bob Cummins. He confirms that the \$375,000 is good, but this does not include the potential increase with the Special Assessment. Chief Joyce thinks that \$425,000 would be good until the next GANN limit increase in four years.

Tom Haistings asks if there are any repercussions to making the GANN limit too high. Director Kliewer states that this is a good comment. The GANN has never failed to be passed by a simple majority.

Tom Haistings states that if he looks at the difference and it is higher than the revenue, he is looking for a tax increase.

Chief Joyce states that this was \$375,000 was the GANN limit we had the last time.

Director Kliewer does the arithmetic. He says that placing the GANN limit at \$425,000 is a 3.3% increase per year in your GANN limit, not in your income.

Chief Joyce states that this makes sense because Bob Cummins stated that we would have a 2% increase due to secured taxes, etc...

Director Kliewer thinks that \$425,000 is a reasonable amount to place on the resolution.

Chief Joyce states that it is a "just in case". If we only get \$300,000 its fine, but if we get more than the amount on the GANN limit it has to go back to the voters. We educate the public with fliers showing them that it is not a tax increase, it is just permission to spend what we receive.

Tom Haistings states that the \$425,000 includes incorporating growth. We just have to educate the public that it is not a tax increase. Just to caution though.

Director Kliewer motions to establish our GANN limit at \$425,000. Director Hoyt seconds the motion.

Secretary Patania does a roll call vote; with ayes from Director Kliewer, Director Hoyt, and Director Miller participating. Motion carries 3-0. She asks for Chairman Miller to sign.

#### **6e. Report on Fixed Asset Threshold—Chief Joyce/Secretary Patania**

Chief Joyce brings the Boards attention to the Fixed Asset Threshold that we have on file from 2005. It was set at \$2,500. He was wondering who brought this up.

Secretary Patania states that she did, because the auditor's office did not have a record of this, and she could not find any paperwork about it.

Director Kliewer notes the last sentence of the resolution says to review this every three to five years. He asks that it be put on the next agenda for review and update.

### **7. NEW BOARD BUSINESS AND POSSIBLE ACTION**

#### **7a. Discussion/Possible Action on Reviewing Preliminary Budget for 2014/15 Fiscal Year.—Chief Joyce/Director Kliewer**

Chief Joyce passes this over to Director Kliewer.

Director Kliewer states that the advisory Budget Committee which consists of himself, Director Anderson, and Chief Joyce, reviewed every item, line by line.

Chief Joyce states that the only thing the Board needs to sign is the front page so that the County Auditor's office can punch in the numbers for the 14/15 Fiscal Year. The final budget is due September 5<sup>th</sup>, 2014. We need to approve the final the month before that and turn it in with the final numbers and resolution.

Director Kliewer states that the Board has a copy of the budget in front of them. He shows the total revenue, as well as labor expenses, net, and budget proposal from June 14' to June of 15'. He shows that \$3500 is the net remaining in the "savings" account at the end of the year. It is pretty slim, but there are places in the budget where there is a little extra, but technically we have spent it all.

Director Miller asks if we know what any unforeseen items might be that might wipe this out.

Chief Joyce states that could be a long list.

Director Miller states that we might have to ask for a loan.

Chief Joyce states that we have not had to do it since he has been here, but he is not sure what we might have left from Strike Teams.

Director Kliewer states that at the end of the budget meeting, the cushion is only 1%. He stated that we decreased phones, and increased workers comp. He also details that we were able to reduce the audit to one year. We also reduced training from \$7000 to \$5000. There is also a new line item for propane, for the potential costs of running the generator. Part of what ate up the cushion, is the increase in salaries, as well as the increased medical benefits.

Chief Joyce states that the final budget is not on here, and that last year the salaries look higher than this year because we had to put a strike team that we received in between the time of the preliminary and final budgets.

Director Miller then determines that it is a good time to read item #4 since Tom Haistings has joined the meeting.

Director Kliewer motions to approve the Preliminary Budget, Director Hoyt seconds, and motion carries 3-0.

**7b. Discussion/Possible Action to approve Resolution#05122014-B to request upcoming election for November 4, 2014. This includes, but is not limited to discussion of the candidate statement.—Chairman Miller**

Director Miller confirmed with Colleen Setzer that the candidate statement does not usually exceed 200. This would be up to each Board to decide. He turns it over to Secretary Patania.

Secretary Patania states that this is a draft of the resolution that will need to be at the County Clerk's office by early July. She reviews the sections with the Board. The items that need to be decided by the Board are under item "C", regarding the candidate statement; whether it will be 200 or 400 words, and whether this will be the responsibility of the District or Candidate. Additional items that need to be decided by the Board are; in the event of tie do they want to pursue a lot or a runoff election, and whether or not they want the Clerk's office to handle the election. She notes that she confirmed with Colleen Setzer that putting the incumbents on the ballot for the upcoming election as well as placing the GANN initiative on the ballot will cost somewhere between \$1500-\$2000 dollars.

Director Miller is curious about who pays for the candidate.

Chief Joyce states that in the past it has always been the District.

Director Kliewer states that in the past, it was the responsibility of the candidate.

Director Miller thinks that if a candidate wants to run, they should pay for any incurred expenses. He chose the 200 word statement, and it was out of his pocket.

Secretary Patania states that he is correct that the individual candidates paid for their statements, but the District paid to place it on the ballot. The estimate is \$1500-\$2000 to do so. And since we are putting the GANN on at the correct time, the District will save as well. Last time it cost \$9000 to put it on a ballot because it was a special election.

Tom Hastings asks how much the candidate statement is.

Director Miller did not ask Colleen Setzer this question, and is not sure how much it would be.

**Director Hoyt announces that she will resign from the Board December 5<sup>th</sup>, 2014.**

Director Kliewer thinks that we should do a separate vote for each item under section c. The way that it is clear to the public. He comments that this is a draft.

Secretary Patania states that we do not have to take action on this today.

Director Kliewer reads the agenda item, and thinks that we can only approve paying for having the candidate's statement, and a limitation to the amount of words. We would be violating public trust by identifying an item on the agenda, and then voting on five or six more at one time.

Chief Joyce states that he thinks it might be a good idea to wait until June so that John Anderson, who is an incumbent, can comment and be able to vote on this item.

Tom Hastings points out that the agenda item states "*includes, but is not limited to*"

Director Miller asks Director Kliewer how he would like this on the agenda.

Director Kliewer states that he recalls years ago from County Counsel, that we want to make sure that it is clear for the Board as well as the public as well. Specifically with regard to the potential to pay for a runoff. He feels that they are distinctly different, and with our limited budget he does not want to pay for a runoff. We want to be careful. Director Kliewer would like to have the items under section c and section d; to be broken down specifically. He would like to find out the cost of a runoff vs a lot election in case of a tie, and does not want to have the District have to pay for these items. He wants these items to be clear. He wants the candidates to have to pay for their own runoff.

Tom Hastings suggests we do research, and have an educated answer at that time.

Director Miller is curious about what we did incorrectly, and why we had to swear him in twice.

Secretary Patania states that it had to do with something the County Clerk's office did incorrectly, and that she would have to look this up.

Director Miller tables this item for June hoping that Director Libby and Director Anderson can be here to be included in the discussion.

Director Kliewer suggests that Director Miller and the Secretary discuss how to break this down succinctly so that the Board can cover it next time.

Secretary Patania states that she would be happy to include all of section C & D on the next agenda.

**8. The next regular scheduled Board Meeting is June 9<sup>th</sup>, 2014.**

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

Chief Joyce reads from the Chief's Report. (See April Chief's Report) He reports 205 hours for himself, and 185 hours for Assistant Chief Duncan. He states that Dunsmuir, Mt Shasta City, and the District completed S180, S190, and creating fire shelters. They have also been doing hose lays to get ready for fire season. He confirms with the Secretary that they posted the Seasonal opening two weeks ago in the paper. They will be doing interviews around the 30<sup>th</sup> of the month, and will be having the Seasonal(s) start July 1<sup>st</sup>.

Director Millers asks why they are doing this.

Chief Joyce states that this is so he can give them overtime. He also confirms with Director Kliewer that he wanted the year at the top of the report.

Director Kliewer advises that whoever is doing the work dates it, so that the Board can review, and reminds the Board of the wonderful job that is being done here. This provides accurate information, and is a plus in your employment folder.

Director Miller states that this helps with the evaluation.

Director Kliewer is still concerned with the deployment of foam at the airport.

Chief Joyce states that he has discussed it with Chief Padilla, but that to go out to Montague is a huge expense since the Engine gets 4 miles to the gallon, etc...

Director Kliewer asks if perhaps they could discuss this at a Chiefs meeting. It would concern more than just our department.

Director Miller wonders if they can bring it up during the "Eric Hall" drills.

Chief Joyce thinks that these are being held in the middle of June, and they have a meeting about it.

Director Miller wonders if they can combine this.

Chief Joyce isn't sure that it correlates with Wild land. The intention of these drills is to get everyone current on their certification. Fed fires are starting to get picky. This includes getting a Red Card. There has to be a refresher. This is why they started doing



this every year. He will bring it up to Harper, who is the training battalion chief for Cal Fire. He will see if she has any ideas. There are only a few engines that have the Class B foam, and we are one of them.

Director Kliewer advises to keep it small, and if it needs to be a larger participation, to move it outward.

Chief Joyce states that they have a big Hazmat event coming up in June to re-enact the Canterra Loop spill.

Director Kliewer states that we have set the pace for a while, and we want to stay in the lead position of encouraging other entities to take this seriously.

Tom Hastings adds that the Chief's report barely scratches the surface of all the training. He has just completed the Command 1A, B, &C, Fire Prevention, they also have their volunteer academy going, and right now he is taking Fire Management for his officer certification. There is an extensive education, and that Rick and Jonathan have been principles involved in this training.

Chief Joyce states that the three agencies in South County-Dunsmuir, Mt Shasta, and the District are active in getting these trainings done to complete these certifications.

Director Kliewer refers to doing a large article to show our inter-connectedness.

Chief Joyce states that Dan Padilla from Dunsmuir is for it, but he has not talked to Matt Melo about it yet. Perhaps they can have a quarterly article. Also, Chief Melo is pushing toward going to do a JPA for one department with two budgets so that they can respond to all calls in the City. His City Council is all for it. Our five responders per call is the same with the City. They are understaffed as well.

Director Miller asks if we would share expenses.

Chief Joyce states that it would be on department with two budgets so that neither entity gets neglected. We would keep it to one department, but we would have our own budgets. The JPA is pushed more towards having something in writing for liability. This helps if a district firefighter goes on a city engine, and vice-versa. This is similar in the Strike Teams. It is still a while out, but something we are looking at.

Director Miller wonders about the liability.

Chief Joyce states that it is written in our agreement that whoever is on our engine is covered by our liability insurance.

Director Kliewer asks that the item in relation to the JPA....perhaps we will think about it.

Chief Joyce states that when he has more information he will bring it forward. Mark Marshall from the GSRMA knows how to do this, and we are just feeling it out to see where it is going to go. Chief Joyce states that this would be like an auto-aid, where any entity could back out at any time.

Director Miller asks the Secretary about why we don't have a report from the Safety Committee.

Secretary Patania reminds that Chairman that last month it was decided that this is an internal committee that will report to the Chief on a quarterly basis, and he will report out during his Chief's report.

Director Kliewer asks about updates on new equipment, i.e., a quad or something that we could share to provide faster access to people.

Chief Joyce states that this is something that we would have to get through a grant, and we would keep it at the City yard. He hasn't looked into budgeting for this.

Director Kliewer is concerned about camping season, and does not need to leave to Cal Fire, or the Forest service.

Chief Joyce states that obtaining a boat is not an issue. We have permission to take a pontoon boat from the camp hosts. The big thing is drive time from here to the docks. Who owns the walking trail?

Tom Haistings states that it is Siskiyou County. You can get a motorcycle out there, but not a quad. There are a lot of drop-off points.

Chief Joyce adds that they need to walk it and map it. 90% of the time, people who are walking out there, don't know where they are.

Director Kliewer asks about putting markers on the trail.

Tom Hastings adds that the trail association would need to be asked about this.

Chief Joyce states that Jonathan likes to hike so it would be good for him.

**10. Discussion and Possible Action on Accepting Donations.**

None.

**11. Mt Shasta Fire Protection District Newspaper article—Monthly Review**

Director Kliewer thinks that having a quarterly article would be good to have, and include other entities in. Previously communities were isolated from each other, and smaller. Now we are South County, and we have a different identity. This promotes the connected-ness.

**12. Fund Transfers**

*\$1706.32 from 560200 to 762100.*

*\$512.00 from 560200 to 623100*

*\$808 from 560200 to 762100*

*\$6,476 from 540800 to 624120*

**13. Payment of the Bills**

Director Kliewer motions to pay the bills and Director Hoyt seconds the motion. Motion carries 3-0.

Director Kliewer states that battery purchases are expensive.

Chief Joyce states that normally we get a donation from Duracell, but that this year we did not receive any. The AA's are for the radio, SCBA packs, etc...

Director Kliewer also notes a journal for \$295.

Secretary Patania comments that this is for dispatch fees, and the County auditor does this by automatic transfer.

Director Kliewer suggests that we write a letter to Duracell asking that we appreciated their donations in the past, and are they considering donations in the future, or do they have a reduced fee for volunteer districts? Rather than buying the batteries retail. He feels it would be worth the letter.

**14. 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.**

*Director Kliewer directs his comment to the Chief. He has not been paying attention to the July 4<sup>th</sup> activities and would like an update.*

*Tom Hastings states that this year it will be the same as previous years. They will still be working on trying to put it in town, but the permit process has been interesting. The Executive Director has retired. It costs \$25,000 to do the fireworks at Lake Siskiyou. He anticipates the amount being less if they move it into town. The campground likes the amount of people that come.*

*Director Miller states that he has attended one. He confirms that there has never been one in the city.*

*Tom Hastings states he has only done fireworks for one event in town about 10 years ago. He is hoping to launch them from the high school. It gives several ingress/egress routes and would consolidate resources. He thinks it is a disaster waiting to happen over there. We had 5,000 people at the campground last summer. This is why we need emergency plans. If something goes bad at the campground, we will be on world news. It won't be from the fireworks themselves, but the amount of people in one spot. Estimate 1-2,000 people on the shorelines. About 10,000 people on S. Old Stage road, and W.A. Barr road. When you spread traffic out, there is a multiplier effect that takes place. He also hopes for people to recognize the economic advantage of having fireworks in town. It brings people into the city. It moves the vendors to Shastice Park, and have music at three different venues without impacting the main boulevard. He wants it to be a destination event, where people can walk from numerous hotels. This would be like something he does in Rocklin—10 to 15,000 people per night in a smaller venue than we have. Moves to city and has tobacco and alcohol free venues. It provides an economic benefit, and high school boosters could benefit, etc. From a fire district standpoint, it would mitigate some problems. He has five shells going 800 feet. The permit process alone is interesting.*

*Chief adds that Tom has a radius he has to keep clear, and he has to get sheriff boats. By mid-July the water will be lower than the lowest point it was at last fall. He also states that they can take the squad down there.*

*Tom states that they have to report to CHP, Sheriff's department, etc...they are hoping for nine officers to be down here during that time. All of the fire departments are involved. Cal Fire is the one in charge this year in doing the inspection. Technically he could have forest service out there as well.*

*Director Kliewer adds that it is an important event in the life of our fire department.*

*Director Miller is curious about getting minutes from 1998. How far back are we required to keep minutes?*

*Chief Joyce states that anything before 2003 would be at the City.*

*Director Kliewer states that they have their tea-party meetings on Tuesday evenings, and Jennie Ebejer stated that they are keeping their financial records for a certain amount of years. We could ask her. This also brings up that this Thursday at 6 p.m. they will be hosting Michael Kobseff who is running against Palfini. They will also have Jim Dahl from the State Board of Equalization, and he will be speaking specifically about the fire tax. It will be at the Nazarene church across from Evelyn Hoyt's property.*

*Chief Joyce states that it is not a tax, it is a fee.*

*Director Kliewer and Director Hoyt will have information to report back to the board.*

*Secretary Patania is instructed to find out how long we need to keep minutes.*

**15. Adjournment** 12:28 p.m.