

REGULAR BOARD MEETING AGENDA

10:00 A.M.

CHAIRMAN ROBERT ASHWORTH

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JOHN ANDERSON

DIRECTOR JAMES BEEM

DIRECTOR CHAD MCCALL

CHIEF RICK JOYCE

BATTALION CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

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WEDNESDAY, MAY 10<sup>TH</sup>, 2017

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**ITEM:**

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

10 a.m.

2. **Roll Call.**

Directors Ashworth, Kliewer, Anderson, and Beem are present. Director McCall is absent.

3. **Approval of Minutes for the Regular Board Meeting of April 5<sup>th</sup>, 2017.**

M/S/C (Kliewer/Beem/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.

- Jack Miller comments on the recent live fire training, and passes on positive feedback from himself and the community.

5. **Cash Report**

Interfund cash balance is \$371,042.29 as of 04/30/17.

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

**6a. Discussion and Possible Action regarding clarification of employee regular pay and strike team pay. – Director Beem**

Draft of Strike Team Pay policy is agreed on by the Chief and the Board, and Secretary Davis will send to County Counsel for review at Director Beem's suggestion. Item is tabled until June.

**6b. Discussion and Possible Action to retire District's current liabilities. –Director Anderson**

M/S/C (Anderson/Beem/4-0): to approve the pay off the balance on 4600. Secretary Davis is to include this amount on the June warrants. E4612 will be considered further, and will be placed on the June agenda as a new item.

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

### **7a. Discussion and Possible Action to adopt an Incident Report Form, an Auto Loss Form, and a Property Loss form. - Director Ashworth**

M/S/C (Beem/Anderson/4-0)

### **7b. Discussion and Possible Action to accept 2017/2018 Recommended Budget. – Chief Joyce**

M/S/C (Anderson/Kliewer/4-0)

### **7c. Discussion and Possible Action regarding Annual vs. Biennial audit costs. –Director Ashworth**

M/S/C (Kliewer/Anderson/4-0): to approve the switch to a biennial audit. Secretary Davis is to contact AGT for new engagement letter.

### **7d. Discussion and Possible Action to adopt Heat Illness Prevention Policy. –Director Ashworth**

M/S/C (Anderson/Beem/4-0)

## **8. Next regularly scheduled Board Meeting is tentatively scheduled for Wednesday, June 14<sup>th</sup>, 2017 at 10:00 a.m.**

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

Chief Joyce reads April report.

60 calls, with an average of 5 responders per call.

Training report:

Live fire training was held on Pine Street, with participants from Dunsmuir, Weed, Lake Shastina, Hammond Ranch, and CAL Fire. An estimated 25 rotations were performed; Saw training at the fuel reduction project on South Mount Shasta Blvd.

## **10. Donations**

MSVFA association donated new ballasts and bulbs for the office, and new bulbs for the engine bay.

M/S/C (Beem/Kliewer/4-0): to accept donation.

## **11. Deposits**

- \$826.25      GSRMA- training expense reimbursement from LPSF program

M/S/C (Anderson/Beem/4-0): to accept this check for deposit.

## 12. Fund Transfers

To be approved today:

- GSRMA training reimbursement \$827.00 to 728000
- GSRMA towing expense reimbursement \$158.00 to 728000
- Recognizing \$9,496.00 in unanticipated revenues from April budget report

M/S/C (Kliwer/Anderson/4-0)

## 13. Payment of the Bills- A detailed list containing all payees and payment amounts will be provided during the meeting

M/S/C (Beem/Anderson/4-0)

## 14. Ratify Payroll Claims- A detailed list containing all payees and payment amounts will be provided during the meeting

- **Regular Payroll: 03/31-04/13/17**
  - \$188.09 wages
  - \$31.16 Federal taxes
- **Quarterly CA UI and Employment Training Tax: 01/01-03/31/2017**
  - \$2748.76 tax payment
- **Regular Payroll: 04/14-04/27/17**
  - \$252.11 wages
  - \$41.78 Federal taxes

M/S/C (Anderson/Beem/4-0)

## 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.

Director Anderson asks about the MSVFA's annual dinner.

Director Kliwer suggests adding Chief Melo to the agenda title.

Director Kliwer asks about monies donated by the community for the beautification of Station 2. Chief Joyce states that the MSVFA has this money earmarked for Station 2, and plans are in process to start this project soon. Director Ashworth comments that the balance is approximately \$4,300.00.

## 16. CLOSED SESSION: Personnel: Board Member

11:13 adjourn to closed session.

11:17 reconvene. No action taken.

## **17. Adjournment**

11:20 a.m.

Submitted respectfully,

Secretary Davis

Approved:

Chairman Ashworth