

**MOUNT SHASTA FIRE PROTECTION DISTRICT
STATION 1, 600 MICHELE DRIVE
REGULAR BOARD MEETING MINUTES 10:00 A.M.**

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY KARYN HIRSHON

MONDAY, MAY 11, 2015

ITEM:

1. **Call to Order, Invocation, and Flag Salute.** 10:03 am. Chaplain Bradley for Invocation
2. **Roll Call. Present:** Jack Miller, Richard Kliewer, Jim Beem; **Absent:** John Anderson; **Resigned:** Dave Libby
3. **Approval of Minutes for the Regular Board Meeting of March 9th, 2015. (No Board Meeting in April)**

Director Kliewer made motion to approve the Minutes of the Regular Board meeting held March 9, 2015. The motion was seconded by Director Beem, all members in approval, motion carried 3-0 (the three members approving the Minutes were in attendance at the 3/9/15 meeting).

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.

5. **Cash Report**

As of April 30, Interfund Cash was \$144,821.65

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

- 6a. **Discussion and Possible Action on reviewing potential PTO policy.—Director Libby**

This item is tabled until a future meeting since Director Libby was not in attendance.

- 6b. **Discussion and Possible Action on purchasing a Type III Engine for MSFPD.—Chief Joyce**

The Type III engine has been purchased; this item will now be removed from the agenda.

6c. Discussion and Possible Action on updating current employee job descriptions with potential for additional annual performance report for employees of the MSFPD.—Director Beem

This item has been tabled until a future meeting.

6d. Discussion and Possible Action on method of payment to volunteers. This includes, but is not limited to rate of pay and frequency of payment.—Chief Joyce

This item has been tabled until next month

6e. Discussion and Possible Action regarding information relating to Crystal Geyser.—Director Anderson

This item has been tabled until next month as Director Anderson was not available.

6f. Discussion and Possible Action on creating and implementing a records retention policy. To be approved with Resolution # 05112015-B.—Director Beem

This item has been tabled until a future meeting.

6g Discussion and Possible Action to approve a Leave of Absence policy. To be approved with Resolution 05112015-C.—Director Anderson

Board members review the revised policy; wording to have additional revision: remove references to “bonus” as it is not applicable. Also insert the words “or seasonal employees” at the end of the “Eligibility and Scope” section. Present the revised document next month.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action regarding Personnel Compensation for staff participating in Mutual Aid Assignments. To be approved by Resolution 05112015-A.

Chief Joyce discusses the need for the Resolution: Cal OES (where we get our strike team pay) has had problems with some of the departments conforming to requirements. To resolve the issues, they now require that each Department/District have a resolution in place to allow us to get paid portal to portal. The format of this resolution is identical to Dunsmuir, Castella, etc., with the last paragraph being the most important paragraph (the section where the portal to portal is mentioned). Director Kliewer made a motion to approve the resolution, seconded by Director Beem. Secretary Hirshon polled the Board members: Director Kliewer was in favor, Director Beem was in favor, Vice Chairman Miller was in favor. The motion was carried 3-0.

7b. Discussion and Possible Action regarding accepting the recommended Budget for Fiscal Year 2015/2016.

Chief Joyce presents copies of the proposed budget for 2016, these are reviewed by Board members. Director Kliewer states that the Budget Committee did meet and they are in approval of the recommended budget. Chief Joyce mentions that when this is submitted to the auditor, some numbers may be adjusted by the county when they return it to us. Vice-Chairman Miller mentions the section titled "fleet maintenance", and asks if there is any possibility that another engine being added? If so is that reflected in the Budget? Chief Joyce answers that we have 4 engines, and does not foresee an additional engine this year. Chief Joyce points out that the highlighted yellow areas on the budget worksheet indicate where the figures are different from last year. Vice Chairman Miller asks about the item "secretary salary", noting that it is lower for the new fiscal year. Chief Joyce answers that budgeted amount was reduced back to reflect \$12 per hour so that the new secretary hired will have room for possible increases. Director Kliewer makes a motion to accept the recommended budget, this is seconded by Director Beem, all are in favor; the motion is carried 3-0. Board members sign the document accepting the Recommended Budget for 2016.

7c. Discussion and Possible Action regarding hiring a permanent replacement for Sarah Patania before June 1, 2015.

Chief Joyce states that Director Anderson approved placing the ad for the secretary position last week. Applications are available for interested persons. No formal applications have come in yet. Vice-Chairman asks how long the ad will run. Discussion was held and all members felt that the ad should run for a longer period. Secretary Hirshon will check with the newspaper and extend if necessary.

7d. Discussion regarding new Firefighters Association -- Chief Joyce

Tabled until a future date because Chairman Anderson was not present.

8. Next regularly scheduled Board Meeting, June 8, 2015.

9a. CLOSED SESSION: Performance Evaluation of public employee Assistant Chief Johnathan Duncan. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors

Tabled until next month.

9b. Disclosure of Action in Closed Session if any.—Board of Directors.

9c. Discussion and Possible Action regarding potential adjustment in compensation for Assistant Chief Position.—Board of Directors

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

Chief Joyce presented his report on the April call activity. There was total volume of 60 calls, Average response time 3min 40sec.; Average of 4 responders per call. During the month there were two vehicle fires, one Traffic collision; two authorized and one unauthorized burning; 31 Medical aid calls; Two haz-

mat incidents; 2 Carbon Monoxide alarms; 5 Public assists; One rescue; 6 false alarms and 7 cancelled enroute.

Training info from Assistant Chief Duncan: The crew trained on hydrant connections; hose loads and master streams with the South County departments. Chief Joyce attended a weeklong Arson investigation class and successfully passed the course. Captain Hastings has been teaching Emergency Medical Responder class at the station. Applications for Seasonal employees were accepted and Chief Joyce worked with City to go through the process. There were four openings; two of the finalists have been hired by MSFPD. As a result, between the City and the District, there will be 4 paid staff on duty at all times during the season. When the new-hires start, Chief Joyce will have them come to the June board meeting to be introduced. Chief Joyce thanked Vice Chairman Miller for his help during the interview process.

Chief Joyce reports that the newly purchased engine was painted by Longhair Collision Works at about half the cost normally. Chief Joyce, Assistant Chief Duncan, Chief Mello, and volunteers have done additional work to get the engine ready. Installation of radios, striping, decals are still to be done. Chief Joyce is hoping to have it in service by this weekend.

Vice-Chairman Miller asks if new equipment is needed for the engine. Chief Joyce states that the equipment from the old 4613 is being reused. The recently purchased engine will also be numbered as 4613.

Director Kliewer asks what the total district investment is in the engine. Chief Joyce states that it is coming in right around \$20K

11. Discussion and Possible Action on Accepting Donations/MSFPD Association Updates—Director Libby.

12. Mt Shasta Fire Protection District Newspaper article—Monthly Review

Document was not available at the time of the Board Meeting. Chief Joyce will review prior to submission to the newspaper.

13. Fund Transfers

Necessary Fund Transfer form was reviewed and signed by Board Members.

14. Payment of the Bills

Director Kliewer makes a motion to pay the monthly bills; motion is seconded by Director Beem, all in favor, motion carried 3-0.

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.

Chief Joyce states that Chief Anzo increased the rental rate paid that will be paid for our equipment. The District would now receive \$1000 per day if they rent our Type III.

Chief Joyce states that the CalFire contract will now be based on the OES contract to make things less confusing.

Chief Joyce informs the Board that pump testing was held on Engines 4611 and 4612, and they both passed. The newly purchased engine will be pump tested in the next month or so.

Director Kliewer asks how much money the District received for the engine sold (former 4613). Chief Joyce states it was \$7,000.00 and the new engine purchased for 11,000.

16. Adjournment===Meeting was adjourned at 11:02am.