

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

**WEDNESDAY, May 20, 2020**

**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**  
10:23 a.m. , Director Kliewer said a prayer and lead in the flag salute
- 2. Roll Call**  
Ashworth, Miller, Hamilton, Kliewer, Joyce – present      Melo and Duncan - absent
- 3. Approval of Minutes for the Regular Board Meeting of April 15, 2020**  
M/S/C (Hamilton/Miller 4-0) to approve April 15, 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 April 2020**  
\$570,392.66 cash on hand

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

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

In progress per Chief Joyce

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

**7a. Review new payroll and bill paying procedures during closure of County offices to the public.**

Weaver reviewed the new procedures of conducting business via fax and mail rather than in person due to the Covid-19 Auditor's office closure. Deposits are made at the office through a dropbox in front of the building. Warrant payments and payroll are delayed a bit with this process but overall the process is working smoothly. The Board acknowledged and accepted this new procedure.

**7b. Review of LAFCO Preliminary Budget for fiscal year 2020/2021**

The Board acknowledged receipt of the LAFCO preliminary 20/21 budget and had no comment or response.

**7c. Review, discussion and action to approve Resolution 05202020, Notice of Governing Board Member Election**

M/S/C (Hamilton/Miller 4-0) to approve this Resolution as presented.

**7d. Review, discussion and action to approve the District's June 30, 2020 Year-to-Date Budget and the Recommended Budget for the fiscal year 2020/2021.**

M/S/C (Hamilton/Kliwer 4-0) to approve the budgets as presented.

**8. Next regularly scheduled Board Meeting is for Wednesday, June 17, 2020 at 10:00 a.m.**

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

78 calls      2.4 minutes average response time      Average of 5 responders/call

No training took place in April. Training has resumed in May.

To date, there is no notification or threat of lay-offs or salary cuts.

Classes have resumed at COS.

**10. Donations**

None

**11. Deposits**

- \$ 20.00 Baker Restitution
- \$ 500.50 89 Fire (State) Strike Team payment
- \$ 513.02 Mott Fire (State) Strike Team payment

- **\$ 476.44 Reimbursement from EDD for double payment of State taxes for the OES Station Coverage strike team payroll on 12.16.19**

Ashworth inquired if we had received payment from the County for our service to the campgrounds last year. We have not. He will remind Supervisor Kobseff of this.

## **12. Fund Transfers**

- **\$514.00 Transfer from State Other (#540800) to Salaries and Wages (#611000) and Special Departmental Expenses (#728000) for Mott Fire Strike Team payroll**
- **\$501.00 Transfer from State Other (#540800) to Salaries and Wages (#611000) And Special Departmental Expenses (#728000) for 89 Fire Strike Team Payroll**

M/S/C (Kliewer/Hamilton 4-0) to approve fund transfers as presented.

## **13. Payment of Bills – a detailed list containing all payees and payment amounts and invoice copies will be provided during the meeting.**

- **Ratify journal voucher for internal payment to General County Fire for services from 01.01.20 to 03.31.20**

Ashworth inquired as to use of lumber purchased from Solanos. Chief explained new shelving was built in our storage containers.

M/S/C (Hamilton/Miller 4-0) to ratify payment of bills as presented and the journal voucher for internal payment to General County Fire.

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

- **Regular Payroll: 04.10.20 – 04.23.20**
  - **\$ 192.78 wages**
  - **\$ 31.94 Federal taxes**
- **Regular Payroll: 04.24.20 – 05.07.20**
  - **\$ 166.23 wages**
  - **\$ 27.54 Federal taxes**

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

Kliewer asked if County campgrounds had been opened yet and if we had additional safety precautions prescribed for our work there. Chief replied that only the cabins and RV facilities were open so far and no additional safety requirements had been prescribed to date.

**16. Adjournment**

M/S/C (Hamilton/Miller 4-0) to adjourn meeting at 10:58 a.m.

Respectfully submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman