

REGULAR BOARD MEETING AGENDA

10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JACK MILLER

DIRECTOR JAMES BEEM

DIRECTOR ROBERT ASHWORTH

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

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MONDAY, JUNE 13<sup>TH</sup>, 2016

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**ITEM:**

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

10:00 a.m.; Director Kliewer gave invocation.

**2. Roll Call.**

Directors Anderson, Kliewer, Miller, Beem, and Ashworth present.

**3. Approval of Minutes for the Regular Board Meeting of May 11<sup>th</sup>, 2016.**

Directors Anderson, Beem, and Ashworth were in attendance at May meeting.

Director Ashworth motions to approve the May 11<sup>th</sup> minutes. Director Beem seconds the motion.

Motion passes, 3-0, with Directors Miller, and Kliewer abstaining.

**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 present

**5. Cash Report**

As of May 31<sup>st</sup>, 2016 the interfund cash balance is \$203,442.46.

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

**6a. Discussion and Possible Action to increase tax base at next County ballot. —Director Anderson**

Director Anderson asks Director Ashworth if he would like to address this issue. Director Ashworth declines, stating he is against this.

Through the Chair, Chief Joyce states that this issue was discussed when the Employee Cost Share Agreement with the City was being discussed. He comments that he feels it would be best to do this

with the City. He states that the City is undergoing some personnel changes, and is unlikely to do this soon.

Director Beem comments that he would like to investigate the difference between the LRA and the SRA, specifically the benefits of each. He states that tax payers are paying \$156 for fire prevention, of which the District receives nothing. He comments that Hammond Ranch pays the SRA fee, plus an additional \$100+.

Director Kliewer states another aspect to think about is what the citizens of Mount Shasta are paying for their fire service, and what the district paying. If the two departments are sharing equipment time, we would not want to go too far one way or another.

Chief Joyce states that it would be best for the two departments to do this at the same time, and maybe, whatever we decide, try to do the same straight across for Mount Shasta. He comments that it would likely be to help pay for more personnel.

Director Anderson agrees that this would be more advantageous. He states that Chief Joyce can work with the City in the meantime.

Director Anderson suggests that this item be tabled for a year, to give Chief Joyce time to coordinate with the City, and Director Beem time to do his research.

Director Ashworth asks Chief Joyce to research pricing for a new water tender. He'd feel a lot better if the District asks for an increase for equipment, than just because. Chief Joyce agrees.

**6b. Discussion and Possible Action to approve the Harassment, Discrimination, and Retaliation Prevention Policy with Resolution #06132016-A, and add it to MSFPD's Policies and Procedures. — Director Anderson**

Director Anderson states that the resolution just needs to be approved and signed. Secretary Davis states that she made the changes suggested by Chief Joyce at the April meeting.

Chief Joyce suggests replacing "Operations Chief" with Chief Officer.

Item tabled until July.

**6c. Discussion and Possible Action regarding 2015 Audit, and Audit costs. —Director Kliewer**

Director Anderson states that the he is of the understanding that the District hired AGT for a 3 year term, with pricing for each year. He asks if we need to get bids again. Director Kliewer states that is why he wanted this as an agenda item. The Board needs to decide whether or not to get bids, or to stay with AGT.

Director Anderson asks Secretary Davis if Steve Drageset mentioned anything about this while he was performing the audit. She states that he did not. She mentions that the signed contract with AGT was

included in the agenda packet. It is valid for fiscal years ending June 30 of 2014, 2015, and 2016, so they will be performing one more audit.

Director Anderson states he would like to get a proposal from AGT, and then decide whether or not to look elsewhere. Director Kliwer agrees. Chief Joyce states that the fee has increased each year; \$5200, \$5500, and \$5800. Director Anderson states that AGT has been good to work with, the District has had no issues with them, and they are convenient.

Director Kliwer asks if Steve Drageset could come to a board meeting and give the Board a review of the audit. Secretary Davis comments that he had mentioned being willing to explain the audit paperwork, if needed.

Director Kliwer asks the other Board members if they feel it would be worthwhile to have Steve Drageset come to a meeting and explain the audit. Director Miller comments that he thinks it would be a good idea.

Director Anderson asks Secretary Davis to call Steve Drageset about attending a Board meeting, and giving an audit review.

Tom Hastings arrives.

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

### **7a. Discussion and Possible Action to approve Recommended 2016/2017 Budget. —Director Anderson**

Director Anderson turns this item over to Chief Joyce.

Chief Joyce hands out a copy of the recommended budget, and comments that the Budget Committee has already gone over this. He states that the yellow highlights are numbers that have changed since last year. He states that the majority of the change is in payroll. Director Ashworth mentions the increase from \$66,000 to \$214,000 in account #728000 (Special Departmental Expenses), and asks if this is due to the Employee Cost Share Agreement with Mount Shasta City. Chief Joyce confirms that it is. The liability and EDD costs decreased due to this change, as well.

The electricity, and internet costs for Station 2 have decreased, as we are no longer housing sleepers.

Director Ashworth asks about account #624120 Other Benefits, and Chief Joyce explains that it has been transferred to 728000, and is part of the \$150,000 paid yearly to the City for the Employee Cost Share Agreement.

Director Anderson asks Chief Joyce if there will be any remodeling costs now that there are no sleepers in Station 2. Chief Joyce states that it will all be demolition work, which will be performed by staff, and will be done nicely so they will be able to reuse the two by fours. Removing the sleeper quarters will make room to house one more engine.

Director Anderson asks if there are any plans to buy equipment next year. Chief Joyce states that he would like to buy a Type II water tender. It would have a smaller wheel base, and hold less water, but would be good to rent out during fire season. Assistant Chief Duncan is keeping his eye out for a good deal. OES may be selling off some of their water tenders.

Director Ashworth comments that the long-term liability is about \$45,000 less than last year. He asks Chief Joyce if this will continue to decrease. Chief Joyce states that it should, as our only liabilities are the payments for 4612 and 4600.

Chief Joyce mentions that 4640 has 170,000 some miles on it. Director Anderson asks where it is all of the time. Chief Joyce states that it is being staffed 24 hours a day, so the on duty Captain takes it home. He comments that it is worth considering whether or not to replace it, as we are now combined with the City. The City Chief recently paid off their engine, and is looking into to purchasing a medium duty rescue vehicle.

Secretary Davis informs the Board that the Auditor's Office needs a signed approval of the recommended budget and has it ready, if they are going to approve the recommended budget.

Director Anderson asks the Board if they have any further questions.

Director Kliewer comments that he has a word of caution related to the conversation regarding equipment and the District's future needs. He mentions that the District has a signed agreement with the City, but if the agreement breaks down at any time in the future, we need to be an independent fire department that is able to serve the needs of the District. He cautions that before we truncate equipment, or people, this needs to be kept in mind before disabling the District in the sense of not having the right equipment.

Chief Joyce states that the equipment they've been talking about would not be purchased jointly with the City. Each department still purchases its own equipment according to their needs, and ownership would not change if the agreement were to break down. Director Ashworth comments that the District could make money if it had two water tenders. Chief Joyce states that as the District needs a water tender, but rents it during fire season. When this happens we are pushing our luck if there were to be a local fire. He'd like to keep the one we have now local, and send the new one out on fires to make money. They are waiting for the OES tenders to become available. Director Beem asks if Type I or Type II's are more in demand. Director Ashworth answers that the Forest Service generally requests Type I, and Cal Fire, Type II. It really depends on the fire, and what they want you to do. Chief Joyce states that they typically request a water tender, not a specific type.

Chief Joyce informs the Board that the final budget is due in September. He states that the final budget usually only changes if we receive strike team money before then, and the budget has to be adjusted accordingly.

Director Beem motions to approve the 16/17 recommended budget. Director Ashworth seconds. Motion carries, 5-0.

Director Anderson thanks Chief Joyce for all of his work on the budget.

**7b. Discussion and Possible Action to approve Resolution to Ratify payroll after the fact, at each monthly Board meeting, with Resolution #06132016-B. —Director Anderson**

Director Anderson asks Secretary Davis to explain this item. She informs the Board that this issue came up when three Board members were out of town, and we were unable to get payroll documents signed. Director Kliewer had reached out to Jennie Ebejer to see what we could do to resolve this, as we only had two Board member signatures, and we require 3. Had the Board discussed payroll in a Board meeting, Jennie Ebejer could have accepted meeting minutes that showed approval of said payroll, but the Board does not discuss payroll in their meetings, as our pay schedule does not always sync with our meeting schedules. We should be doing this at every meeting. Jennie Ebejer requested that the Board has a resolution on file that allows for ratification of payroll after the fact. She informs the Board that she drafted a resolution and forwarded it to Jennie Ebejer, who made a few changes. Secretary Davis then sent it to County Counsel for review. He made some changes, and sent it to Jennie Ebejer for approval. As of this meeting, Secretary Davis has not received an answer back.

Secretary Davis reminds the Board, that a Board calendar has been implemented, and requested that Board members inform her when they'll be unavailable, so that this does not happen again.

Director Beem asks if there is a way to preapprove the biweekly payroll, as the Secretary's hours do not fluctuate too much. Chief Joyce comments that they could approve with a not to exceed amount. Secretary Davis states that she could ask if that is possible. She informs the Board that Brian Morris's suggestion was to authorize the Board treasurer or the Fire Chief to approve payroll, then the Board would review all payroll documents at the next open meeting, and ratify after the fact, if approved. This is waiting Jennie Ebejer's approval. '

Director Miller asks Secretary Davis if she is not in fact the treasurer. Director Anderson comments that the Board does not have a treasurer. Secretary Davis answers that the Siskiyou County treasurer acts as the Board treasurer.

Director Kliewer comments that he was the offending Board member who did not inform Secretary Davis he was out of town. After contacting Jennie Ebejer, he was able to sign documents. Secretary Davis emailed copies of the payroll documents, and he signed and emailed back. Jennie Ebejer accepted these, as long as the originals were sent in as soon as possible. Director Kliewer delivered the originals upon his return. Director Kliewer comments that Jennie Ebejer was very helpful in making this work.

Secretary Davis informs the Board that Jennie Ebejer was not too happy with how we've been handling payroll, as she and some of her staff had come down and given a presentation to the previous Board and Chief, and had been assured that things would be handled correctly. As the current Board, Chief, and Secretary were not part of this presentation, Secretary Davis suggests that the Board ask Jennie Ebejer to come in again, and discuss some of these issues.

Director Ashworth suggests inviting her to a meeting.

Director Anderson asks Secretary Davis to speak with Jennie Ebejer and see if she can attend a meeting.

Director Anderson tables this item until July.

**7c. Discussion and Possible Action to change regular meetings of the Board to Wednesdays.  
—Director Ashworth and Chief Joyce**

Director Anderson hands this item over to Secretary Davis.

She states that it had been requested that the day of the regular Board meetings be changed to Wednesdays. She comments that due to our monthly bill payment schedule, that the first Wednesday would be best.

Director Anderson comments that he is in favor of this change, especially because it would allow Assistant Chief Duncan to attend, and thanks Director Ashworth for bringing this up.

Director Ashworth asks Chief Joyce about the staff availability. Chief Joyce comments that everyone works on Wednesday. Chief Joyce states his only question would be regarding the warrant schedule; if warrant requests are sent up Wednesday, they would be ready the following Tuesday. He asks how this would affect things. Secretary Davis states that we would receive warrants back the same week we usually do, which would not cause us to pay our bills late.

Secretary Davis comments that she has a resolution drafted, if the Board decides to make this change, which would allow 3 sections of the Bylaws to be changed to reflect this change.

Director Anderson asks if anyone has any issues with this change.

Director Miller motions to approve. Director Ashworth seconds. Motion carries, 5-0.

**8. Next regularly scheduled Board Meeting tentatively scheduled for Monday, July 11<sup>th</sup>, 2016 at 10:00 a.m.**

The next Board meeting will be on Monday, July 11<sup>th</sup>. The August meeting will be held on the first Wednesday, August 3<sup>rd</sup> at 10 a.m.

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

Director Anderson asks Chief Joyce about the monthly report in the newspaper, as he hasn't seen it in a few months. Chief Joyce comments that the reporter who had been doing it, is no longer with the paper, and he's working out how to send ours in with the City's. Director Anderson comments that he has had several citizens comment that they find this information interesting.

Chief Joyce reads the monthly report for May. See attached.

Director Anderson comments that there are always a lot of medical calls, and asks how many EMTs we have. [Several people answered at once, and I was unable to hear the answer.] Director Anderson asks if an EMT has to be at all medical calls, and is told no. He asks if more volunteers should get their EMT

certs. Chief Joyce explains that the ambulance is so close, and our patient care time is really low, as the ambulance shows up quickly. He informs Director Anderson that they are all first responders, and typically an EMT is at the calls, with medics right behind.

Director Anderson asks about Mountain Medics, and responding to more difficult to reach areas. Chief Joyce comments that it would be us, and search and rescue responding. Director Anderson asks why nothing is really happening with Mountain Medics. Director Beem comments that they are allowed to run 1 or 2 days per week. Tom Hastings comments that they are trying to break into a certain market, fire line safety, and technical rescue. They are trying to make it a for profit business.

#### Training report:

MSFPD has been doing a lot of training with Dunsmuir and Castella fire departments.

Had the annual RT130 & S190, wildland refreshers; mandatory annual shelter deployment, and shelter checks; wildland hose lays; pump training and pump operations; portable pumps and drafting. Trainings have been focusing on wildland fires, as wildland fire season is approaching.

Chief Joyce finished mutual aid contracts with the Forest Service and OES. The Forest Service contract is for 5 years. He comments that 4613 and the City's engine are the only two local government engines in the Forest Services ? for dispatch, as it is pretty uncommon for local government engines to be in their dispatch system.

Director Kliever asks if they drafted from local streams during training, and was curious about stream flows compared to other years. Chief Joyce replies that they did not.

He comments that there are new portable pumps on the Type III engines.

Chief Joyce states that the Forest Service doesn't dispatch locally out of Siskiyou, they dispatch out of Shasta, even for local fires on Fed land. We are now on the initial dispatch. In the past, the big issue had been of local fires where we weren't dispatched, which doesn't look good to the public when they can see the fires, and we are responding. He thinks they've fixed this for this year, and should be dispatched on local fires that are a threat to our area.

Director Beem asks if they still don't get paid for the first two hours. Chief Joyce answers it is for the first three hours. He explains that if they get dispatched, they are free for three hours, which is the initial attack stage of the fire. If it goes past three hours, pay is retroactive back to time of dispatch.

Director Ashworth asks if there is a Chief at Hammond Ranch. Chief Joyce replies that there is. Director Beem states they signed a contract with Cal Fire, and are considered a CSA 3 or 4, and have about 3 people there. He comments that they have a water tender, but we can't count on it because only one person is legally allowed to drive it, and it is never certain when they are available. Anyone can drive it to an emergency scene, but a driver needs a Class B license to drive it back. We have 8 drivers, and it would be nice if we could send someone down to get it.

Chief Joyce suggests talking with someone at Cal Fire about a contract that would allow the District to drive it when needed.

Director Beem comments this is an issue that would be solved if there were one South County agency. This area is so small, and has limited resources. Having a South County operation would allow everyone to move equipment when it is needed. He comments that Hammond Ranch's Type I engine can only really be used along North Old Stage Road, but 90% of their area is rough dirt roads, and a Type I would suit them better. Their water tender is best on the highway. Director Miller comments that their water tender would fit in Station 2 well. Director Beem comments that the District is usually first on scene for incidents in Hammond Ranch.

Director Anderson asks if it were possible for Mt. Shasta to use Hammond Ranch's water tender if they are first responder on an incident there. Director Beem replies that it is not. He explains that if a District volunteer is closer to the City station, they can take equipment from the City and go. It would be nice to have that arrangement with Hammond Ranch, especially as Director Beem lives close to their station.

Director Beem states that water tenders are essential in our District, and we do not need any more pumps. Usually one, sometimes two, pumps are used on a fire, and they run out of water really fast.

#### **10. Fund Transfers**

There are 3 fund transfers, recognizing unanticipated revenues from April and May's budget reports, and allocating that revenue to payroll.

Director Kliewer motions to approve the fund transfers. Director Beem seconds. Motion carries, 5-0.

#### **11. Payment of the Bills**

Director Kliewer motions to pay the bills. Director Ashworth seconds. Motion carries, 5-0.

#### **12. 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 comments that last year he tried to apply for a grant from the McConnell Foundation for a medical aid ATV, but was too late. He comments that it would be good to have one that can pull a patient stretcher, and to be used in hard to reach areas, and around the lake. He asks Chief Joyce his thoughts on this.

Chief Joyce states that Hammond Ranch is trying to get one capable of being in the snow from CSA3, and they are trying to talk them out of it. Chief Joyce comments that training and maintenance to have this is costly, not to mention the liability of having a patient on there if something happened. The likelihood of crashing, or being stuck and unable to get the patient out is too high, and the District would be liable if something happened to the patient. Chief Joyce states that he would not pursue this. An additional concern would be if the rescue was needed on Forest Service land, we would have to get permission to drive the ATV on their land before we could assist on the call. Chief Joyce comments that the only benefit would be to get medical personnel and a medical bag to the patient, but that they



would be able to hike in anywhere before anyone would be able to load up the ATV, get where they needed to be, unloaded, and got to the patient.

Director Anderson comments that the general opinion seemed to be different last year, and he thought it was worth talking about again. Chief Joyce agrees, and says a lot of these issues were brought up through CSA3.

Director Kliewer asks who is in charge of safety on the lake, and water accidents. Chief Joyce states that the District handles it, even though it is not technically their area. Director Anderson comments that the Sheriff's Office is on the lake on the weekends. Chief Joyce states that they can commandeer a boat for a medical emergency, and have had to do it in the past. Director Beem comments that years ago they had talked about having a rescue boat, with the ability to put out a fire. Director Kliewer mentions using a device that launches a safety line. Chief Joyce states they can look into it, and if we need one, can present it to the CSA3 Board, as this sort of thing is their purpose. They could purchase this on our behalf.

Director Beem mentions looking into a CO monitor, that can be put on the finger and monitor CO levels. CO accumulation is an issue, and can take a while for the body to purge it. This is a firefighter safety issue. Chief Joyce says he will look into it.

### **13. Adjournment**

12:02 p.m.