

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

WEDNESDAY, June 17, 2020

10:00 A.M.

600 MICHELE DRIVE

**CHAIRMAN ROBERT ASHWORTH VICE-CHAIRMAN JACK MILLER DIRECTOR MIKE HAMILTON
DIRECTOR RICHARD KLIEWER DIRECTOR CHIEF MATT MELO
CHIEF RICK JOYCE BATTALION CHIEF JOHNATHAN DUNCAN SECRETARY CHRIS WEAVER**

ITEM:

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**
9:58 AM, Sheriff's Chaplain Bradley gave the invocation and led us in 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 May 20, 2020**
M/S/C (Miller/Kliewer 4-0) to approve May 20, 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 May 2020**
\$569,035.45 cash on hand

6. Old Business and Board Directives from Previous Meetings

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

Chief presented a new 5-year plan for the Board's review. Questions and/or Approval of the Plan will be on July Agenda under New Business.

7. New Board Business and Possible Action

7a. Establish New Strike Team Policy, Chapter III, Code 1-III-5 for MSFPD Operations Manual
M/S/C (Hamilton/Miller 4-0) to approve this policy as presented

7b. Update Station Coverage Policy, Chapter III, Code 1-III-4 for MSFPD Operations Manual
M/S/C (Hamilton/Miller 4-0) to approve this policy as presented

7c. Approve correction to Resolution 05202020, Notice of Governing Board Member Election
M/S/C (Miller/Hamilton 4-0) to approve the corrected Resolution as presented

7d. Approve correction to District's June 30, 2020 Year-to-Date Budget and the Recommended Budget for the fiscal year 2020/2021
M/S/C (Miller/Hamilton 4-0) to approve the budget corrections as presented

8. Next regularly scheduled Board Meeting is for Wednesday, July 15, 2020 at 10:00 a.m.

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

51 calls 4.3 minutes average response time Average of 5 responders per call

Two trainings took place in June. Getting prepared for wildfire season.

Our hose testing and pump testing has been completed for the year.

The Burn Ban takes effect June 22.

Cal Fire goes back to full staff on June 22

Kliewer asked if any other Departments joined us for training. Chief said "no", only our District.

Hamilton inquired about status of McCloud F D. Chief explained the City of McCloud has temporarily disbanded their F. D. due to the ineptness of their Chief who has been dismissed.

10. Donations

None

11. Deposits

- \$ 40.00 Baker Restitution
- \$ 375.37 Spring Fire (State) Strike Team payment
- \$ 114.60 US Calcard Rebate

12. Fund Transfers

- **\$376.00 Transfer from State Other (#540800) to Salaries and Wages (#611000) and Special Departmental Expenses (#728000) for Spring Fire**

M/S/C (Miller/Kliewer 4-0) to approve this fund transfer

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

Miller inquired what the rubber tiles were for on the CalCard receipts. Chief explained they were for the improvements to Station 2 for us and Station 2 for the City. The City has provided gym equipment for our use. This was our contribution.

M/S/C (Miller/Hamilton 4-0) to ratify payment of bills as presented

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

- **Regular Payroll: 05.08.20 – 5.21.20**
 - **\$ 301.30 wages**
 - **\$ 49.90 Federal taxes**
- **Regular Payroll: 05.22.20 – 06.04.20**
 - **\$ 90.03 wages**
 - **\$ 14.94 Federal taxes**
- **Strike Team Payroll: 04.03.20 Spring Fire**
 - **\$ 69.26 wages**
 - **\$ 11.48 Federal taxes**

M/S/C (Miller/Hamilton 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 fire hydrants and stand pipes had been uncovered for the season. Chief said fire hydrants have been uncovered and he will check to make sure the stand pipes have been uncovered as well.

Kliewer asked if streets that haven't had clear access for our trucks have been cleared. Chief said the County has been advised of the issue but to date no clearing has taken place. He will follow up again with the City.

Kliewer inquired about the availability of water at the water drafting sights. Chief said we have a map of those drafting sights and we do check them in the Spring to see if water is available. Most sights are in pretty good shape.

16. Adjournment

M/S/C (Hamilton/Miller 4-0) to adjourn meeting at 10:45 a.m.

Respectfully Submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman