

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

**WEDNESDAY, JUNE 19, 2019**

**10:00 A.M.**

**600 MICHELE DRIVE**

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**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**

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**ITEM:**

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

10:00 am Chaplain Andy Grossman gave the invocation and flag salute

**2. Roll Call**

Ashworth, Miller, Hamilton, Kliewer, Joyce and Duncan were present. Melo was absent.

**3. Approval of Minutes for the Regular Board Meeting of May 8, 2019 and Special Board Meeting of June 3, 2019**

M/S/C (Miller/Hamilton 3-0) to approve May 8<sup>th</sup> minutes.

M/S/C (Miller/Hamilton 3-0) to approve June 3<sup>rd</sup> 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 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.**

None

**5. Cash Report**

\$593,509.23

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

### **6a. Status of Richard Kliewer's Ethics & Harassment training**

Kliewer is planning to have this done by July Board meeting.

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

Tabled until July Board meeting.

### **6c. Dates of community outreach for fire preparedness**

No one has any information about this yet. Today Pacific Power is holding an informational open house about fire preparedness. One of the Chiefs will try to attend.

### **6d. Board of Supervisors action regarding appointment of Board Director**

The Board of Supervisors did not appoint anyone to the Board.

### **6e. Employee evaluation and discussion of wage increase for Secretary Chris Weaver**

The Board conferred in closed session regarding the evaluation. Ashworth will prepare a written evaluation to Weaver. The evaluation was positive.

M/S/C (Miller/Kliewer 4-0) to give Weaver a \$1.00/hour raise effective July 1, 2019.

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

### **7a. Discussion and possible action regarding updating Cost Sharing Agreement with the City of Mt. Shasta. (Chief Joyce)**

Miller inquired as to how our 5-year plan will play into this new Cost Sharing Agreement. With Chief Melo planning to retire, will that save money? The City will still have to have 5 full time employees, so while they will save some money not having to pay a Chief's salary, there will be the cost of another employee. Net effect will not be substantial. A copy of the new Cost Sharing Agreement was shared with the Board. The District's quarterly payment will be \$47,500 effective July 1, 2019.

M/S/C (Kliewer/Hamilton 4-0) to approve the Agreement.

The City had signed the agreement. Ashworth and Weaver signed the Agreement. Chief Joyce will take a fully executed Agreement to the City and we have a fully executed copy for the District.

**7b. Discussion and possible action regarding surplus Squad 4640 and C4601 and purchasing two new pickups. (Chief Joyce)**

Chief Joyce presented the situation with the District's vehicles:

|                              |                          |                             |
|------------------------------|--------------------------|-----------------------------|
| 2005 Squad 4640              | 2009 C4601               | Chief's 4600                |
| 180,000 – 200,000 miles      | 140,000 miles            | 70,000 miles                |
| Maintenance costs are rising | Wearing out. Johnathan   | Still in good enough shape  |
| Not handling well            | drives a lot of miles    | that City is willing to buy |
| Reliability is questionable  | Reliability questionable | for \$30,000 as a utility   |
|                              |                          | vehicle                     |

The District could sell all three vehicles for revenue of about \$60,000 and purchase two new Dodge ¾ ton diesel pickups for about \$90-110,000, all cash, plus the cost of equipping each truck for the District's use. This would reduce the District's vehicle inventory from 3 to 2 vehicles, saving money on insurance as well. The Chief would write into the new 5-year plan the replacement of one of the two new vehicles in 5 years, so the District would not have to plan to purchase two new vehicles at the same time again. The Chief is proposing a not-to-exceed budget of \$145,000 for the purchase and equipping of two vehicles. The net cost to the District is anticipated at approximately \$85,000.

M/S/C (Miller/Hamilton 4-0) to approve Chief's request to proceed with sale of the three vehicles discussed (4640, 4601 and 4600) and the purchase of two new Dodge ¾ ton diesel pick-ups with a not-to-exceed budget of \$145,000 for purchase and complete detailing and outfitting, and to have Weaver make any fund transfers or budget adjustments necessary to proceed with this transaction.

**8. Next regularly scheduled Board Meeting is for Wednesday, July 17, 2019 at 10:00 a.m.**

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

89 calls. 5-minute average response time. Average 5 responders per call.

Held annual RT-130 and fire shelter training in May. Dunsmuir FD attended.

Other training on Wildland hose lays and line construction. Duncan is doing these trainings on Saturdays as well as Wednesday; open to other fire departments and interested volunteers.

Training on ropes and riggings of the stokes litter.

Noted, the pressure washing and painting of Station 2 is scheduled to begin today, weather permitting.

**10. Donations**

None

## 11. Deposits

- **\$50.00 Baker restitution**

Miller noted the County informed him EDC had settled with Baker for less than owed. The Board agrees, the District will not settle for anything but full restitution.

## 12. Fund Transfers

- **\$4027.00 To allocate a portion of the E & F recovery revenue to Special Departmental**

M/S/C (Hamilton/Miller 4-0) to approve Fund Transfer

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

M/S/C (Kliewer/Miller 4-0) to approve for payment the bills as presented.

## 14. Ratify Payroll Claims- Supporting documentation will be provided during the meeting

- **Regular Payroll: 04.26 – 05.09.19**
  - **\$266.12 wages**
  - **\$44.10 Federal taxes**
- **Regular Payroll: 05.10 - 05.23.19**
  - **\$142.23 wages**
  - **\$23.54 Federal taxes**
- **Regular Payroll: 05.24 – 06.06.19**
  - **\$126.05 wages**
  - **\$20.90 Federal taxes**
- **E & F Recovery Payroll: 05.10.19 (from 08.13.18)**
  - **\$2,225.79 wages**
  - **\$426.92 Federal taxes**
  - **\$6.25 State taxes**

M/S/C (Miller/Kliewer 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 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.

None

**16. Adjournment**

M/S/C (Hamilton/Miller 4-0) to adjourn at 11:22 a.m.

Submitted Respectfully,

Secretary Weaver

Approved,

Chairman Ashworth