

CHAIRMAN JACK MILLER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

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MONDAY, JULY 14TH, 2014

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**ITEM**

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

10:00 a.m.

2. **Roll Call.**

Director Libby, Director Kliewer, Director Hoyt, Director Anderson, Director Miller all present.

3. **Approval of Minutes for the Regular Board Meeting of June 9<sup>th</sup>, 2014.**

Director Kliewer makes a motion to approve the minutes from June 9<sup>th</sup>, 2014, and Director Hoyt seconds the motion. Director Hoyt, Anderson, and Kliewer all vote aye. Motion carries 3-0.

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.**

Tom Haistings arrives at 10:05 a.m.

5. **Cash Report**

\$109,081.16 Total Inter-fund Cash as of June 30<sup>th</sup>, 2014.

Secretary Patania states that the 5% allotment that was received in June is \$10,057.75.

Director Anderson asks when our next allotment is.

Chief Joyce states that it is in December. Secretary Patania states that she did the year end reports which include profit and loss and the balance sheet.

Director Miller asks the Budget Advisory Committee to also review the year end reports. This includes Director Kliewer and Director Anderson. Director Anderson asks for these reports to be done on a monthly basis, but that they would report out to the Board on a quarterly basis.

Director Kliewer asks that Director Miller appoint someone on a monthly basis to review these, so that it is not a standing committee.

Director Miller appoints Director Kliewer and Anderson to review the year-end reports. Director Anderson feels that we need to watch the budget closely since we will not have an allotment until December.

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

**6a. Discussion and Possible Action of IRS Payroll Tax Issues that occurred in 2002-2004.—Chairman Miller/Secretary Patania**

Chairman Miller turns this over to Secretary Patania. She reviews the handout that she prepared from her meeting with Logan Castle on 07/10/14. (See attached handout).

Secretary Patania asks if the Board wishes, that she can continue working on this now that she has had direction from Logan Castle. She also notes that Aiello, Goodrich, and Teuscher had copies of paperwork from 2004 that we did not have.

Director Miller asks if she has a direct number now to contact someone.

Secretary Patania states that she has several numbers; it just depends on the item. As far as the affidavit forms, she was advised to fill them out with the District being the owner to see if they would re-issue them. She will have to find out from Ms. Ebejer if that is permissible.

Director Miller confirms that this is at the hourly rate of \$160.

Secretary Patania states that they only met for one hour.

Director Anderson states that we had a maximum of four hours.

Director Miller asks if it would be advisable to have a second meeting.

Secretary Patania states that she would like to proceed with the advised items, and then if she gets stuck she can contact Logan Castle again.

Director Miller states that this sounds fine.

**6b. Discussion and Possible Action on extending the borders of the MSFPD, with a report from LAFCO regarding District Boundary adjustments.—Director Libby**

Director Libby states that we are going to pursue areas within our boundaries. This includes Quail Meadow and Plum. These are about 15 properties. He is going to meet with Mr. Plucker from the County Planning Department. He then asks that if they are within our boundaries already, do we need to get the boundary lines adjusted.

Director Miller asks if there are any new homes coming in the area.

Director Libby states that these should come up on the plot map.

Chief Joyce states that he will be informed that it changes from property to an improved property.

Director Anderson asks if there is any value in going past this.

Director Libby states that we need to look at how many parcels are actually involved.

There were only a half-a-dozen homes outside of the boundary, such as at the end of Hill Rd. He is not sure how much it costs. The cost may outweigh the benefit. The ones that he has already mentioned are within our boundaries, and we need to find out if we can just add them, or if we have to go through a process.

Chief Joyce doesn't just want to add them. He is waiting on information to see if we can.

Director Libby confirms that there are 26 homes.

Director Kliewer confirms that this could be an increase of \$18 per property.

Director Libby states that this is correct.

#### **6c. Discussion and Possible Action on progress regarding Stale-Dated Warrants.**

##### **Quarterly Review—Secretary Patania**

Secretary Patania states that we did receive our quarterly review from Orlyn, and there were only three checks on the list this time. She sent out the affidavits, and received them all back and sent them to the County for re-issue.

Director Kliewer asks if these are the only ones left besides the IRS.

Secretary Patania states that these are new ones from this quarter.

Director Libby asks who the three checks were to.

Secretary Patania states that one was to a volunteer who is no longer with the department, another was to a Director, and one was to Edward Jones.

Director Libby asks about the one to Edward Jones.

Secretary Patania states that it was found in a file and returned to the County.

Director Libby asks if they really have to re-issue them. Can't we just send it to Edward Jones to cash?

Secretary Patania states that it is the County, and their policy.

#### **6d. Discussion and Possible Action on reviewing method of payment to volunteer firefighters.—Director Kliewer/Secretary Patania**

Secretary Patania asks through the chair to comment on this.

Director Miller gives her the floor.

Secretary Patania reads an email from Bob Cummins. (See email) The gist is that even though it is \$7 per call, it will not be a problem for minimum wage. This will still be done once a month, and she has separated out the payroll into another folder so that they can see the stipends, as well as the taxes for these items.

**6e. Discussion and Possible Action on purchasing building protection posts as recommended by Risk Safety.—Director Libby**—Director Libby states that we put posts out front in front of the building. During our safety meeting we thought that we should do them the whole length of the building.

Director Anderson asks if we would contract this out.

Director Libby states that we would do it. The length of the building would be 15 posts- need \$937. During our meeting at the city, Matt Melo said that we could get a 20 foot post through the city, and then they could be cut through the public works department. This would be \$188.78 at about \$31 per pipe. It was suggested from the Asst. Chief that we have the City come out with a vacuum that comes out and makes a hole. The city stated that they would do this for free.

Director Miller asks what the diameter is of the pipe.

Director Libby states that it will be 4". It is the same size standard pipe as you would see elsewhere. He asks the Board if we just want to do it in front of the generator, or the whole length of building.

Director Anderson thinks the whole length of the building would be good.

Chief Joyce asks Tom Haistings who does the snow removal if we want to do parking bumpers or posts.

Director Kliewer has a question.

Director Miller gives Tom Haistings the floor from the audience.

Tom Haistings asks if he looks at plastic.

Director Libby just looked at steel because he likes the look of it.

Tom Haistings has a question into an engineering firm to see what is standard.

Director Kliewer asks if the posts will restrict any future maintenance.

Director Libby states that Tom Haistings has a call in, and we will wait to see. He also spaced them out about four feet. He went to other businesses to see what other companies had.

Director Miller recognizes Tom Haistings.

Tom Haistings states that 15 posts seems like a lot.

Director Miller asks about the cost of concrete.

Director Libby states he was just getting a price on the posts at this time. He asks if we want to do the length of the building, or just around the generator.

Director Miller asks if it was suggested to do the whole building.

Director Anderson states that we should look into bumpers.

Chief Joyce states that he can look into it.

Director Libby states that he can get a price in Redding.

Director Miller asks about the diameter on the four inch pipe.

Director Libby confirms that each post was the same diameter.

Chief Joyce states that we also need to put one next to the conex box to block the propane for the generator.

Director Libby measured this area also.

Director Miller is concerned about what happens if we extend the building.

Chief Joyce states that we would have to redo the whole roof line, so that if we decide to expand he would go back behind the building rather than the alternative.

Director Kliewer thanks Director Miller. He personally likes the entire building being covered. You can't see the bumpers when the snow is under there, but you can see the posts, and it would look cleaner.

Director Libby states that they would be four feet above the ground, and four feet below. He asks for his direction.

Director Anderson motions that we carry this in to next month's agenda. Director Hoyt seconds the motion. The motion carries with full board participation.

Director Libby is directed to continue his research on both options, and then they will make a decision at next month's Board meeting.

Tom Hastings makes a recommendation. He states that well casing might be less expensive. Railroad steel is 136 pounds a yard.

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

**7a. Discussion and Possible Action on reviewing budget status for FY 2014/15.—Chief Joyce/Director Anderson/Director Kliewer**

Director Anderson asks if we have already covered this.

Secretary Patania states that this was put on the agenda at his request. After reviewing that we are in the accrual period, and that phase three is being entered up at the county, we need to approve the budget at the August meeting so that we can finalize it before it is due in early September.

Director Kliewer states that we have accomplished this during the cash report. We also have our summer employees, and it is time to review how this all looks since we do not receive another allotment until December, with the monies we have. He requests that we leave this on next time so that the committee can report.

Director Miller asks for any other comments.

**7b. Discussion and Possible Action to review and amend conflict of interest policy as requested by the County Clerk's office.—Secretary Patania**

Secretary Patania states that Colleen Setzer asked that we update our policy, and it looks like all we need to do is update existing roles. She asks for the Board to let her know if anyone else needs to be added to the worksheet. There is a "How to Review the Conflict of Interest Policy" in the packet. This is the sheet they work off of for the form 700.

Director Libby motions to accept the worksheet, and Director Anderson seconds the motion. The motion carries with full Board participation.

**7c. Discussion and Possible Action on Reviewing the 2014 Special Assessments, County Indemnification Agreement, and Board Signature Page.—Chief Joyce**

Chief Joyce went through the current special assessments and shows that all we need is a sheet with Board signatures. We only had a few new buildings that went up, and a few parcels that split. These are due August 8<sup>th</sup>, which is why we are doing this now.

Director Anderson confirms that we need signatures today.

Secretary Patania states that we have an agreement for tax collection from the County Auditor in addition to the regular signature page, and both need to be signed.

Director Anderson makes a motion to approve the forms. Director Hoyt seconds the motion. The motion carries with full Board participation.

Director Miller asks for a copy of the items he has signed.

Director Libby brings attention to item #2 on the agreement for collection of special taxes, and thinks that they could add another piece of paper showing that other parcels that have not been previously included in the tax and that according to their document we can add it. At least the county will have it, and it will show that we are looking to add these parcels. The assessor would be able to look at it and confirm or deny.

Director Miller confirms that the deadline is August 10<sup>th</sup>, and states that this is a good idea.

Director Libby asks Chief Joyce to add the parcels on Plum and Quail Meadow, per the agreement.

Chief Joyce asks to have his map back so that he can review it.

Director Kliewer states that if it works, we will save a year. Our district is responsible for discovering who needs to be added, and these parcels are not there. If we don't do our homework, we don't get the tax.

Director Anderson states that these areas are not paying at all.

Secretary Patania asks if we need to amend the motion.

Director Libby states that this is just necessary business. He will contact Mr. Plucker at the planning department.

Director Miller asks Director Libby to report on this at the next Board meeting.

Director Anderson motions to approve, and Director Hoyt seconds the motion with full board

**8. The next regular scheduled Board Meeting is August 11<sup>th</sup>, 2014.**

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

Chief Joyce introduces Nick Steffen, the newly hired seasonal, to the Board. The Board welcomes Nick Steffen.

Chief Joyce then reads from the Chief's Report. (See Chief's Report for June) He states that we have lost some volunteers.

Director Millers asks if this is because of fire season.

Director Anderson asks if this is critical.

Chief Joyce states that out of the four volunteers (3.6), two of those have been hired as seasonal employees. He agrees that this is pretty critical. The City is going to hire two seasonal employees, and they have only had one responder.

Director Anderson asks if there is a volunteer campaign. Perhaps they could do this with an organized function.

Chief Joyce states that this is why we have auto and mutual aid.

Tom Hastings states that if it is that bad, then we will have help from North County also. People are not volunteering right now in any capacity. He did not have many volunteers for the 4<sup>th</sup> of July.

Assistant Chief Joyce states that it is hard to get volunteers.

Chief Joyce states that a volunteer has all the training requirements that a paid firefighter does. It is 180 hours every year. The 3 hour training on Wednesday barely covers it. This is only if they attend all four trainings a month. Those that have other jobs have a hard time volunteering.

Director Anderson comments that this is worrisome.

Tom Hastings adds that there is always something to be done. They have even had the Secretary attend a call to do the scribe work.

Director Anderson states that they have many medical calls.

Chief Joyce states that you have to have First Responder training to be on the fire department. The lack of volunteers is the same everywhere you go. He thinks it is the new generation.

Chief Joyce continues that he training information is going to be coming from Asst Chief Duncan. He reports that they did the Eric Hall drills. This is a wildland refresher which includes hose lays, etc...forest service, Cal Fire and other agencies come together in one training.

Director Miller asked if they did a demobilization.

Chief Joyce confirms that this is correct. But they had the same issue with being short-handed. There were 8 volunteer engines. The next day there were four. The MSFPD also participated in their Canterra Loop drill, which was renamed the "river incident." A hazmat team came out of Redding. The first two hours was beneficial to them. They got to do some decon. They will cover the 4<sup>th</sup> of July next month, but it went pretty well. Chief Joyce and Chief Melo are still working on the MOU between the two departments. They are going away from the JPA, and are going towards an MOU. The meeting this Thursday is to go over how to word it. The City and District do not want to combine budgets, which is what a JPA does.

Director Libby thinks this would not be a good idea.

Chief Joyce states that legally a District could take over a City, but not vice-versa.



Director Libby states that we are a state agency. We are the lead agency. Someone can contract with us, but not the other way.

Chief Joyce states that we just want jurisdiction in each other's areas.

Director Kliewer states that in the JPA you are forced to respond. Is it still a choice if we do the MOU?

Chief Joyce states that it is just like an auto-aid agreement.

Director Kliewer is concerned about the budget becoming more limited, or that they would be forced to respond to calls. When the leadership changes the agreement still needs to work. He states that we do not want to combine. You don't want to be legally bound if the leadership should clash for some reason.

Director Anderson confirms that the JPA requires combining.

Director Libby states that the city likes our sleeper program, and our seasonal program.

Chief Joyce states that we are trying to combine our program. He would like to get everyone out of Station #2, because it is not up to code. The agreement would be one that either entity could get out of with notice.

Tom Hastings states that he needs to know who is covering him on a piece of equipment.

Chief Joyce clarifies that the workers comp follows the volunteer, and the liability follows the engine.

Director Anderson asks who the meeting is with on Thursday.

Chief Joyce states that it is with Mark Marshall from Golden State Risk Management.

Tom Hastings is recognized by the chair, and he states that he just does not want us to be paying duplicate workers comp bills.

Chief Joyce states that this will take a little time to be ironed out. They are dispatching us as one department. He confirms with Secretary Patania that they have talked to Brian Morris about this. Once they meet with Mark Marshall, they will follow up. He will bring it up next time in his report.

Chief Joyce also confirms that we are doing better with volunteers than many in the South County due the fact that we have paid people.

#### **10. Discussion and Possible Action on Accepting Donations.**

None.

Director Libby states that this Saturday, the 19<sup>th</sup>, is the yard sale.

#### **11. Mt Shasta Fire Protection District Newspaper article—Monthly Review**

Director Anderson states that the article needs to be bigger to reach more people.

#### **12. Fund Transfers**

Director Anderson motions to approve the funds transfer, Director Libby seconds, and the motion carries with full board participation. (See funds transfer for 07.14.14)

#### **13. Payment of the Bills**

Director Kliewer made a motion to pay the bills, Director Libby seconds the motion, and the motion carries with full Board participation.

Chief Joyce draws attention to our budget status this June, and last June.

Director Anderson states that this makes sense because we had a bit more revenue this year. He asks about the difference in Accounts Receivable on this report.

Secretary Patania states that she will check into it.

Chief Joyce also states that he will look into it.

**14. 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 would like to place an agenda item regarding new engine opportunity for the next board meeting.

Asst. Chief Duncan states that he sees that eventually we will be required to have an engine that does not require firefighters to sit on the back.

Director Anderson wants the Board to review this so that if Asst Chief Duncan finds something affordable, that he could act on this. He confirms that the auxiliary may be able to help with some of the funds. He wants the Board to be prepared.

Director Kliewer adds that he suggested we place an inventory item on the October agenda, and see what critical needs we have. If the Board chooses to do this prior to that time, that is their discretion.

Secretary Patania tries to clarify what the Board would like on the agenda.

Director Libby suggests we review our five-year plan, and potential equipment purchases, with this being on the next Board meeting. He asks the Secretary to provide copies to the Board.

Chief Joyce states that he can do the inventory whenever the Board would like him to.

Director Kliewer shared with the Board a video that affirmed the right to allow prayer to occur at their public meetings. He asks for an agenda worksheet to add this to the next meeting.

Secretary Patania reports on necessary items: Award from Golden State \$2,378.73 for participation in the LPIP program. She also tells the incumbents to visit [sisvotes.org](http://sisvotes.org) if they have any questions about filing. In addition, she has posted the notice of election, and the GANN (Measure E) in three locations.

**15. Adjournment-12:10 p.m.**

**Respectfully submitted,  
Sarah Patania, Secretary**