

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

MONDAY, JULY 11TH, 2016

ITEM:

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

10:04 a.m. Director Kliewer gives invocation.

2. **Roll Call.**

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

3. **Approval of Minutes for the Regular Board Meeting of June 13th, 2016, and Special Board Meeting of June 30th, 2016.**

These were not ready in time for the meeting. Tabled until August.

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 June 30th, 2016 the interfund cash balance is \$213,879.86.

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

6a. Discussion and Possible Action to approve the Harassment, Discrimination, and Retaliation Prevention Policy with Resolution #07112016-A, and add it to MSFPD's Policies and Procedures. — Director Anderson

Director Kliewer motions to approve Resolution #07112016-A. Director Ashworth seconds. Motion carries, 5-0.

6b. Discussion and Possible Action regarding 2015 Audit and Audit costs. —Director Kliewer

Director Kliewer comments that the Board previously discussed the audit procedures, the upcoming audit, and the District's contract with AGT. He states that Secretary Davis was to call Steve Drageset, and asks what she found out.

Secretary Davis informs the Board that Steve Drageset can attend the August 3rd Board meeting, at no cost, to give a report and answer any questions regarding the 14/15 audit. She asks for approval to make this one of the first items on the agenda so he doesn't have to sit through the majority of the meeting. Director Anderson gives his approval. She comments that she hasn't yet asked AGT for a proposal for future audits, but will do so.

Director comments that the current contract with AGT shows a yearly fee increase of \$300, and asks what the increase is for. Director Anderson states that he has asked this question, and was told that this is due to increased employee salaries, insurance premiums, etc. at their firm.

Director Kliewer asks if the Board had given the Secretary any instruction to get bids from other companies. Director Anderson replies they had not. The plan was to get a proposal from AGT, then review the cost and decide whether or not to put it to bid. Director Anderson states that if the fee has gone up quite a bit, they can ask Steve Drageset to explain that, as well.

Director Kliewer suggests that the Chairman meet with Mr. Drageset prior to the meeting to ask those questions, so as not to put Mr. Drageset on the spot in the meeting. Director Anderson asks Secretary Davis to set this up.

6c. Discussion and Possible Action to approve Resolution to Ratify payroll after the fact, at each monthly Board meeting, with Resolution #07112016-B. —Director Anderson

Director Ashworth motions to approve Resolution #07112016-B. Director Beem seconds. Motion carries, 5-0.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action to add Ratify Payroll as a permanent agenda item. —Director Anderson

Director Anderson hands this item over to Secretary Davis. She explains that Resolution #07112016-B allows either the Chairperson or the Chief to sign all payroll claims. The Board then needs to review, discuss, and ratify these claims at the next meeting of the Board. She suggests adding Ratify Payroll as a permanent agenda item to make sure this is done at every meeting of the Board.

Directors Anderson comments that he has no problem with that, and asks the rest of the Board.

Director Kliewer comments he thinks it is a good idea. No one else responds verbally.

Secretary Davis states she doesn't have a resolution, as she wasn't sure if the Board would need to approve a resolution or vote on the item. Director Anderson comments that he doesn't think a resolution is needed, just Board approval. Secretary Davis states that the Bylaws would need to be

changed, as the agenda outline is part of the Bylaws. Director Anderson states that is fine, and asks the Board how they feel about it. Director Miller comments that he thinks that is appropriate.

7b. Discussion and Possible Action to change bylaws requiring 2 readings of any possible change to the Bylaws. —Director Anderson

Director Anderson asks Secretary Davis to review this item with the Board.

She explains that this is on the agenda because there have been several changes to the Bylaws recently. It has been brought to the Board's attention by both Chief Joyce and Captain Hastings that most Boards require any possible changes to the Bylaws to be read in two consecutive Board meetings before voting. It is worth considering whether the MSFPD Board should adopt this policy as well.

Director Miller asks if this is something the Board has to start doing. Secretary Davis replies that they do not. Director Miller asks if there is an advantage to doing so. Secretary Davis replies that the advantage would be to prevent changes being made when a Board member is absent.

Chief Joyce states that this a standard practice.

Director Anderson asks for a motion. Director Miller motions to approve changing bylaws to require 2 reading of any possible change to the Bylaws. Director Kliewer seconds. Motion carries, 5-0.

7c. Discussion and Possible Action regarding stale-dated warrants that have gone to agency fund. — Director Kliewer

Director Kliewer states that former Secretary Patania and members of the Board have been working on this issue for quite some time. The idea had been to work on several per month. These are checks that are issued to people, and are not cashed. He asks Secretary Davis to update the Board.

Secretary Davis explains that she receives a quarterly list of stale dated warrants. When a certain amount of time passes and the owner of the warrants cannot be reached, the funds go to the agency fund. The majority of the warrants that have gone to the agency fund were originally issued before Secretary Patania's time with the District. She explains that the District has a couple of options:

1. We can determine whether these warrants were reissued, show proof to the Auditor's office, and the funds will be released back to us. If we determine these funds are still due to the payee, we have to track them down, have them fill out an affidavit, and submit it to the Auditor for reissue. If we determine these funds are not owed to the payee, we can request a letter from them stating this fact, and submit it to the Auditor's office.
2. Per Teresa Ferrari at the Auditor's Office, these warrants have to go through due process with the State, and she was unsure as to the timeframe. The Auditor's Office has to research every claim to make sure it hasn't been reissued. Then, the Auditors would put a legal notice in the paper that identifies each person or entity owed. If no one comes forward in a certain timeframe, the Auditors can help us get these funds released. They plan to do this for the entire County sometime in the near future.

Director Ashworth asks how much time it would take to work on two or three of these per month. Secretary Davis responds that she is unsure. Most of these were issued before Quick Books was implemented, so the warrant folder records would have to be brought down. Then she would locate the original paperwork for the first warrant, and search for any reissues.

Director Anderson states that Director Kliewer has been in charge of this issue for the last 4 or 5 years, and asks his opinion. Director Kliewer asks Chief Joyce if he recognizes any names on the list, and states that the Chief worked closely on this issue as well. Director Miller states that Jasmine Jackson is now working in Happy Camp. Chief Joyce comments that his big concern would be the warrants to “Financial Agent”, and the IRS. Director Anderson asks who or what “Financial Agent” is? Chief Joyce replies he believes it is the IRS. Secretary Davis interjects that it is either the EDD or the IRS. Secretary Davis states she would have to find the original paperwork when the warrants were issued, to be sure.

Chief Joyce stated that he thought Secretary Patania had been able to clear these. They had been trying to have these reissued. Secretary Davis states that, according to Secretary Patania’s notes, someone from the IRS would have to sign an affidavit for reissue, and she couldn’t find someone willing or able to do so. She had tried to determine if the District could sign an affidavit on our own behalf, but Secretary Davis could not find where she had received an answer. Secretary Davis comments that she could ask Teresa Ferrari.

Director Kliewer states that he would be willing to work with Secretary Davis and Chief Joyce on this issue this month, and report to the Board at the next meeting.

Director Miller comments that a few years ago he was involved in this, as well. He states that it is a very time consuming process, and doesn’t seem worth it for warrants under \$10. Director Ashworth comments that several of these are over ten years old, and you’d think that “they’d” be after us by now if we owed them money. Secretary Davis states that is why she was cautioned by the Auditor’s office to research these before attempting to contact anyone. She also shares with the Board a vendor on the last stale dated warrant list. She had determined a check had not been reissued, so called the vendor. The vendor’s records showed the debt was paid, and had a copy of the warrants deposit in their bank. The Auditor’s was unsure why the check hadn’t gone through. Secretary Davis passed all of the information along to the Auditor’s Office, and it was not on the next stale dated warrant sheet. Secretary Davis also informs the Board that Teresa Ferrari thought any warrants under \$5 could be released back to the District, and was looking into it.

Director Beem asks if it is possible that some of these items are on this list due to a County error. Secretary Davis and Chief Joyce state that it is possible.

Chief Joyce states that he is not sure the County will want to reissue some of these, as the minimum dollar amount for warrants is \$10. Secretary Davis states it is \$5.

Chief Joyce states that National City was the company whom the District had the loan through for 4601. That was paid off awhile back, and we have the pink slip. We don’t owe them money. Secretary Davis

reiterates the need to find the paperwork for the original warrant issued, and then search all of the records following that to find where the payment was reissued. Chief Joyce comments that we should be able to get a statement from them showing we don't owe anything.

Chief Joyce states that this list used to be 4 pages long. Director Anderson comments Secretary Patania worked diligently on this.

Director Kliewer states that we will make some progress, and report back at the next meeting.

Director Anderson states that Director Kliewer, Chief Joyce, and Secretary Davis will work on this matter, and will continue this item next month.

7d. Discussion and Possible Action regarding a policy to use the Calcard on behalf of other entities. — Director Anderson

Director Anderson states he doesn't know what this item is. Secretary Davis reminded him of their conversation following her conversation with Annemarie Zediker at the Auditor's office. This came about when the District made 3 purchases on the CalCard for the Mount Shasta Volunteer Firemen's Association. The District was reimbursed these funds. Annemarie had expressed some concern over this, and suggested having a policy put in place if the District has plans to continue doing this.

Director Anderson asks if the MSVFA is a 501©. Chief Joyce answers that they are. Director Anderson asks why they cannot get their own card. Chief Joyce states that they can. He explains that this was done the first time as the Association didn't have a debit card. The second time was because the Associations debit card was lost, and therefore cancelled. Chief Joyce states that this should not be an issue for the MSVFA again. The Association switched banks, and now can have a debit card, and bank online.

Secretary Davis points out that Assistant Chief Duncan had mentioned spending limits per transaction for debit cards. It is also not the best way to purchase things online. She mentions it is nice that the District is able to help the Association, as the CalCard has a higher spending limit per transaction, and better fraud protection.

Director Anderson states this cannot happen again, and declares this a dead item. He asks the Board if there are any other questions.

Director Miller asks Chief Joyce if he and Assistant Chief Duncan are the only two who have Calcards, or if the Captains carry one when out on a strike team. Chief Joyce states that they used to issue Calcards to Captains, and they would remain in the safe until they went on assignment. He plans on ordering Calcards for the Captains and Chief Melo. Chief Joyce states that he will look at the Calcard policy, and make sure spending limits and certain purchases are spelled out. He asks Secretary Davis to put that on the next meeting agenda.

7e. Discussion and Possible Action to change Chairperson's job description in the MSFPD Bylaws.

-Director Anderson

(Addressed after Item 7f)

Director Anderson asks if this item goes back to Director Ashworth's agenda item. Secretary Davis states this would be to update the Chairperson's job description to include the authorization to sign all payroll claims.

This item will carry over to the August agenda for its second reading. Secretary Davis asks if she should prepare a resolution. Director Anderson replies that she should.

7f. Discussion and Possible Action regarding 2016 Conflict of Interest Code Biennial Notice from County Clerk's office. - Director Anderson

(Item 7e skipped)

Secretary Davis informs the Board that each even numbered year government code requires that every agency that has adopted a conflict of interest code must review the code, and make any necessary changes. She states that the District is covered under the County's conflict of interest code, which has been included in the agenda packet. She informs the Board that she has filled out the required worksheet, which states that we have no amendments, and lists the six positions (5 Board and 1 Fire Chief), and the names of those holding the positions. She informs the Board that she signed it, and just needs their approval to mail it. Director Anderson asks the Board if everyone is fine with that. They agree.

Director Kliever suggests having a motion and a vote, as this is an agenda item.

Director Kliever motions to approve the information and worksheet for the 2016 Conflict of Interest Code Biennial Notice from the County Clerk's office. Director Miller seconds. Motion carries, 5-0.

8. Next regularly scheduled Board Meeting tentatively scheduled for Wednesday, August 3rd, 2016 at 10:00 a.m.

Director Miller asks Secretary Davis if the Bylaws have been changed to reflect the new meeting day. She answers yes, and states that she put a copy of the revised Bylaws in everyone's inbox.

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

Chief Joyce reads the June report. See attached.

The Department had a record of 105 calls for the month of June. Director Anderson states that this is the sort of thing that should be in the paper.

Training report:

Wildland hand line construction training with Dunsmuir.

The District hosted a multi-agency drill with the Forest Service and Cal Fire on vehicle fire suppression. He comments that this was basically for the Forest Service as they are required to do a vehicle fire

refresher every year, and we started doing this for them 2 years ago. They used the car prop from the College. It was a good training.

Did training on the new Hazmat trailer Dunsmuir received as part of a grant. It is a boom trailer, and is for any Hazmat spills on the river. They went over the trailer, and deployed booms in the river.

He comments that the weekly call report is back in the paper, at least for the last three weeks. Captain Marquis Smith has been typing up the weekly call report and emailing it to the paper. Director Anderson comments that it is good for the citizenry to see this. Chief Joyce states that with a call volume of 105, and an average of five responders, they are burning staff and volunteers out.

Director Beem asks Chief Joyce about his research regarding the Dispatch center and the time lapse between initial call and dispatch. [I cannot hear Chief Joyce's response, as multiple people were talking at once.]

Chief Joyce informs the Board of an issue with public perception on a recent incident. On scene a citizen was arguing with Chief Melo, and ended up being cited for threatening Chief Melo and removed from the scene. His issue was with how long it took the responders to get there. Chief Joyce states that the time from when they were dispatched to the time they arrived on scene, was under 2 minutes. This particular gentleman has had issues with response time before.

Chief Joyce states that it is unfortunately how the 911 system works, and there is not much they can do about it.

Director Beem comments that one of the biggest complaints is that dispatch is sending out volunteers for everything unnecessarily, especially ambulance calls. He states that this is a dispatch issue, and they are not triaging and dispatching calls properly.

10. Fund Transfers

Secretary Davis informs the Board that there are two fund transfers, recognizing unanticipated revenues from the June reports, and allocating said revenues to departmental expenses.

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 Miller 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.

Chief Joyce comments that he would like Secretary Davis to add the approval of the special assessments to the August agenda. It is due by August 10th. He states that there are not many changes, and he is almost done. Director Anderson asks if the Budget Committee should meet and discuss this. Chief Joyce replies that they can if they would like to. He states that the Auditor's Office sends him a list of parcels that were split, or combined. He has to check any property listed as unimproved to see if a

structure was added. He comments that he will review all of the changes when he is finished, and they can meet next week.

Secretary Davis informs the Board that she and Director Miller were able to speak with Jennie Ebejer. She will try her best to be at the August meeting, as discussed by the Board in June. She had wanted to know if the Board had any questions, but it was Secretary Davis' understanding that the Board had wanted a presentation of sorts from her and her staff, to avoid problems like we've having with payroll. She tells the Board she is happy to forward any questions. Director Anderson states his only concern is the issue the Auditor seems to have with the District because of past issues.

Director Anderson asks if the construction on Ream is part of Mount Shasta Ambulance. Chief Joyce replies that it is, and he believes they are building 3 pull-through bays, and an office.

Director Anderson asks Chief Joyce about the new Captain that was mentioned earlier. Chief Joyce replies that he was hired, along with Cory Burns, when the two departments entered into the employee cost sharing agreement. He mentions that he will have them attend the August meeting, so the Board can meet them. Director Ashworth comments that it would be a good opportunity for them to address any issues with the Board, as well.

Director Anderson reminds the Board to keep their eyes and ears open for anyone who may be interested in serving on the Board. Director Miller asks when the filing period is. Secretary Davis comments that the filing period has already begun, and runs through sometime in August, and is on the Board calendar.

Secretary Davis informs the Board that there are still two members who have completed their Ethics and Harassment training. Director Ashworth comments he is having trouble getting through the company for help. Secretary Davis suggest coming in to the office, and she and Assistant Chief Duncan can help him.

13. Adjournment

11:18 a.m.