

REGULAR BOARD MEETING AGENDA 10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR KLIEWER

DIRECTOR STOCK

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

MONDAY, JULY 13, 2015

ITEM:

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

10:03 a.m. Chaplain Leeman for invocation.

2. Roll Call.

Directors Anderson, Kliewer, Beem and Stock present. Director Miller absent.

3. Swearing in Board Director Michelle Stock.- Secretary Davis

Secretary Davis swears in Director Stock.

4. Approval of Minutes for the Regular Board Meeting of May 11th, 2015, Special Board Meeting of June 22nd, 2015 and Special Board Meeting of July 8th, 2015.

Director Anderson asks if everyone has reviewed minutes and if anyone would like to make a motion to approve.

Director Kliewer asks who was in attendance. Chief Joyce reads that Directors Miller, Kliewer and Beem were present May 11th. Both Chief Joyce and Director Kliewer state that these minutes may not be approved today as there is no quorum of 3 Directors who were present at said meeting to approve the minutes.

Director Kliewer motioned to approve minutes from June 22nd Special Board meeting. Motion seconded by Director Beem. Motion passed 4-0, with full participation.

Chief Joyce states that only two Directors were present for the Special Board Meeting July 8th.

Secretary Davis states that Director Beem arrived late. Director Anderson states that the meeting was closed and reconvened when Director Beem arrived. No quorum to approve minutes from July 8th special board meeting.

5. 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.

6. Cash Report

As of June 30, 2015, the interfund cash balance is \$112,235.11.

7. Old Business and Board Directives from Previous Meetings

7a. Discussion and Possible Action on reviewing potential PTO policy. — Reassign Contact Person

Director Anderson states that Director Libby was working on this and the item needs to be reassigned. He asks Director Beem if he worked on it. Director Beem answered no. Director Anderson asks Chief Joyce if this item was done. Chief Joyce says he thought it just needed to be reviewed and voted on. He stated, that to his knowledge, the requested changes were italicized on page 2, and need review. Chief Joyce asks if we need a resolution. Secretary Davis states that, per Brian at County Counsel, no resolution is needed if an item is agreed upon in a board meeting and recorded in the minutes.

Director Anderson reminds the board that PTO is not a “use it or lose it” item. Director Stock asks if PTO rolls over. Director Anderson answers yes. Director Kliewer states that on a day to day basis, employees would ask Chief Joyce for time off and then asks who Chief Joyce would ask. Chief Joyce suggests the Chair of the Board. Director Beem states that the Chief is the department head and should be responsible for scheduling his own time off and making sure there is someone available to cover him. He states the Board can intervene if they feel the Chief is taking too much time off. Director Anderson requests that the Chief notifies the Board of any time off. Chief Joyce states that he reports any time off in the Chief’s Report.

Director Kliewer motions to approve PTO policy. Director Beem seconds. Motion passes 4-0, with full participation.

Director Beem asks if the Chief or Assistant Chief get extra compensation for covering each other’s time off, as they would be working double time. Director Stock asks if they are salaried employees. They are. Chief Joyce replies that they would not.

7b. Discussion and Possible Action on updating current employee job descriptions with potential for additional annual performance report for employees of the MSFPD.—Director Beem

Director Beem states that the job descriptions need to be tailored to the MSFPD as they are examples from Mt. Shasta Fire. Chief Joyce states that he would like Secretary Davis to retype to fit MSFPD. Director Beem suggests that the Asst. Chief’s job description should match that of the Chief. He states that a job description is still needed for Captain and Engineer class is being dropped. Chief Joyce states that we may need one for Driver/Operator. He would like ours to match those of the City. Director Beem would like separate job descriptions for Volunteer Firefighters and Firefighter 1. He states that all firefighters are Driver/Operators and the District is working with COS to offer a class for Driver/Operators to provide the volunteers with additional skills to make them more comfortable. Director Anderson tables this until the next regular board meeting.

Director Kliewer states he is concerned that our guys hired out on strike teams are getting appropriate compensation for their skills, as we are working hard to make sure they are well trained. Chief Joyce states that when our guys are hired out for Strike Team, the Driver/Operator is paid as a Captain, as he is an Acting Captain. Director Kliewer wants to know if there is paperwork showing each firefighters designation and certifications. Chief Joyce states that this information is located on their red cards.

7c. Discussion and Possible Action on method of payment to volunteers. This includes, but is not limited to, rate of pay and frequency of payment.—Chief Joyce

Director Stock asks what EF Recovery is. Chief Joyce states that it is a billing for traffic incidents. We bill the at fault party, typically non-residents. Residents are billed only if they are found to be negligent. We bill their insurance and use these monies to pay our firefighters. Chief Joyce explains that we used to pay \$7 or \$10 per call, every month. With this policy change, we will pay our volunteers \$10 per hour for every call. These payments will be made quarterly. He states that he added the “no compensation given for medical aid, public assists and work details at stations, unless authorized by the Fire Chief” to cover situations where a volunteer is committed for an extensive period of time, allowing for compensation.

Tom Hastings comments that the majority of calls responded to are medical aids and public assists. He is neutral on the issue of non-payment for these calls.

Director Stock, a local business owner who employs volunteer fire fighters, comments that she is aware of volunteers who respond to medical aids and public assists that lose their regular wages and don't get paid for their time on these calls. She asks if there is a way to schedule volunteers to respond to medical aids and public assists during specific shifts, to minimize the number of personnel responding. Chief Joyce states that the reason we are no longer paying for these calls is to minimize the number of volunteers responding who are not needed. The seasonals are required to respond to these calls. Chief Joyce does not expect volunteers to leave work to respond to medical aids. Tom Hastings comments that the stipends were originally intended to reimburse volunteers as they are responding in their personal vehicles.

Director Beem motions to approve and add the “Stipend and Alarm Pay –Volunteers” item to the Policy and Procedures Manual. Director Stock seconds motions. Motion passes 4-0, with full participation.

7d. Discussion and Possible Action on creating and implementing a records retention policy. To be approved with Resolution # 07132015-A.—Director Beem

Director Anderson reads resolution. Director Beem asks if this schedule was approved by County Counsel. Chief Joyce points out that policy follows the guidelines provided by the Secretary of State.

Director Beem motions to approve resolution. Director Kliewer seconds. Motion passes 4-0, with full participation.

7e. Discussion and Possible Action to approve a Leave of Absence policy. Revised policy to be reviewed and possibly to be approved with Resolution # 07132015-B.—Director Anderson

Director Anderson reads resolution. Director Anderson asks if this policy applies to Chief, Asst. Chief and Secretary. Chief Joyce says yes. Director Stock asks if employees of MSFPD get paid holidays. Chief Joyce replies that they do not.

Director Kliewer motions to approve resolution. Director Beem seconds motion. Motion passes 4-0, with full participation.

8. NEW BOARD BUSINESS AND POSSIBLE ACTION

8a. Discussion and Possible Action on whose responsibility to evaluate Asst. Chief position. – Director Anderson

Director Anderson states that the board had previously conducted the annual review of Asst. Chief Duncan, but had not approved the review. It had been brought up at the June 22nd Special Board meeting that the Chief should review the Asst. Chief and report to the board if necessary. Director Beem states he agrees, as the Asst. Chief is a direct employee of the Chief. Director Anderson agrees and states that the Board will review the Chief and the Secretary. Director Beem states that part of the Chief's review is discussing how he is dealing with his employees, and he can give a report at that time on the Asst. Chief's review.

Director Kliewer states that he would like the Board to have a closer working relationship with the Asst. Chief, in a Board meeting setting. Director Anderson states that he agrees, but thinks that this would require changing the Board meeting days to accommodate the Asst. Chief's schedule. Director Kliewer states he would be willing to change the Board meeting day. He would like to hear reports directly from Asst. Chief Duncan, regarding vehicle maintenance, volunteer training and other items assigned to him by the Chief. This would help to remind the Board of the Asst. Chief's value to the department. Director Beem states that other, larger fire departments require all upper management to attend the monthly meetings.

Chief Joyce states that changing the day of the Board meetings would delay payroll and the paying of the department's bills. The Board meetings are scheduled around the County's schedule.

Director Anderson states that the issue of the Asst. Chief attending the Board meetings was resolved a couple of years ago. It was decided that the Asst. Chief would be invited to attend all future board meetings, but this hasn't happened as they fall on his day off. Chief Joyce proposes changing Asst. Chief Duncan's day off from Monday to Wednesday, the week of the Board meetings. Chief Joyce states, that in the interest of full disclosure, he encourages the Board to speak with the Asst. Chief and the volunteers anytime. He understands Director Kliewer's concern. Director Anderson would also like Asst. Chief Duncan to report on the Volunteer Firefighters Association during the Board meetings.

Chief Joyce states that this issue will be resolved before the next Board meeting.

Director Stock motions to approve that the Chief has full responsibility to evaluate the Asst. Chief. Director Beem seconds the motion. Motion passes 4-0, with full participation.

9. Next regularly scheduled Board Meeting, August 10th, 2015.

Director Anderson reminds everyone that Secretary Davis sends out a reminder email every month on Outlook. Secretary Davis states that it is helpful to have a response from everyone, so we know who is able to make it.

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

Chief Joyce reports for the month of June 2015. (See attached Chief's report.)

June Training report:

Wild land hose lay trainings for 2 Wednesday evening trainings; trained on GPS units and how to use maps on iPads; worked on drafting with engines; 3 firefighters attended Eric Hall Drills on Saturday 27th, 2015, which consisted of hose lay and WUI (wildland urban interface) training and after action review on the Boles Fire; finished painting the outside of Station 1. Director Anderson asks who did the painting. Chief Joyce responds that it was himself, Asst. Chief Duncan and Chief Melo. They plan to do Station 2 next, and the inside of Station 1 in the winter.

Chief's hours: 220. Asst. Chief's hours: 182.

Director Kliewer requests that Asst. Chief Duncan report on the WUI at the next board meeting. Chief Joyce states that he teaches WUI at the college.

Chief Joyce informs the Board that we lost a seasonal employee, Carson Resh, due to personal issues. He will evaluate if it is necessary to replace him.

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

Director Anderson reads the draft for the article. Director Anderson asks if the announcement of the next regularly scheduled board meeting, in the article, satisfies our obligation to notify the public of all board meetings 72 hours in advance. Chief Joyce states that it does not, as the agenda is what needs to be posted in advance.

Chief Joyce states the Mt. Shasta has the second largest call volume in the county, after Yreka.

12. Fund Transfers

Secretary Davis briefly describes the fund transfers that occurred during the month of June. There were 4 fund transfers, to cover unexpected wage expenses and payroll for the 14/15 fiscal year end.

13. Payment of the Bills

Director Kliewer steps away.

Director Beem made a motion to pay the monthly bills. Director Stock seconds the motion. Motion passes 3-0, Director Anderson, Beem and Stock.

Chief Joyce asks Secretary Davis if she has the CALCARD invoice. Secretary Davis responds that she does. Director Anderson explains to new Director Stock that he and the Vice Chair go over the monthly bills in detail. Chief Joyce explains that the CALCARD is the credit card that he and Asst. Chief Duncan use for expenses as needed. They provide receipts and the Board reviews all monthly statements.

Director Anderson informs Director Kliewer that Secretary Davis informed the Board of the month's fund transfers and that a motion was made, and approved, to pay the monthly bills.

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 states that Director Miller is resigning from the board at the end of his term. He asks that the board members keep an eye out for potential board members.

Director Anderson asks if the board will continue with the Tannerville annex. Director Beem states that this process is costly- \$10,000 to \$15,000 total; permits for LAFCO realignment, \$4-5k; realignment by engineering firm, \$5-10k. If, in the future, all South County fire departments were to ever be combined, this process would have to be repeated at a larger expense. Director Anderson states that Ed Valenzuela is pushing for combining all south county fire departments into one fire department. This would be a long and difficult process. This would increase revenues.

Director Anderson asks what the future plans are for Station 2. Chief Joyce states they need to decide if they will keep the sleepers or tear them out to make room for an engine. Director Beem mentions looking into the house next door. It is vacant and possibly in foreclosure. If it becomes available, it could possibly be purchased and used for sleeping quarters.

Director Anderson reminds the Board that 3 signatures are needed for all warrants, fund transfers and Journal entries. He mentioned that last year we were able to obtain a waiver, approving just 2 signatures during the fire season. It has since expired. He states that he asked Secretary Davis to look into obtaining another one, due to a board vacancy during the fire season. The County Auditor replied that this would not be appropriate, due to the districts previous trouble with embezzlement. Director Anderson expressed his frustration with this, as the Board has worked diligently to turn things around.

Director Kliewer mentions previous stale-dated warrants during Secretary Patania's time as secretary and that there would be a report each quarter on any current stale-dated warrants. Secretary Davis comments, that to her knowledge, there are no outstanding warrants. Chief Joyce states that Secretary Davis should be getting a report showing any stale-dated warrants. Director Kliewer states that we need to be on top of this and wants to make sure Secretary Davis is aware of this. Secretary Davis states that she will ask about this.

Director Anderson asks about a budget committee meeting. Chief Joyce responds that this can be done in the Fiscal Year second quarter. Director Anderson asks Chief Joyce to have Secretary Davis send out a reminder to schedule this.

15. Adjournment

12:17

Respectfully submitted,