

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

**WEDNESDAY, July 15, 2020**

**10:00 A.M.**

**600 MICHELE DRIVE**

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

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**ITEM:**

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**  
10:00 am, Chaplain Andy Grossman 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 June 17, 2020**  
M/S/C (Miller/Hamilton 4-0) to approve June 17, 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 June 2020**  
\$576,278.33 cash on hand
- 6. Old Business and Board Directives from Previous Meetings**  
None

## **7. New Board Business and Possible Action**

### **7a. Discuss minimum cash balance for the District (Ashworth)**

After discussion, Kliewer suggested we keep a 6 -12 month reserve based on projected operating costs for a year and taking into account the possibility the District may not always be partnered with the City. The Chief agreed to determine an amount. This agenda item will be carried over to the August agenda.

### **7b. Review and Approve the new 5-year plan for the District**

Several items were questioned and discussed, in no particular order:

- 1) Kliewer suggested a date needs to be added to the Plan, e.g. 2020-2025 on the cover sheet
- 2) Chief feels Personnel Needs are a priority as our community lacks volunteers and it is paramount to maintain staff and expand to account for lack of volunteers.
- 3) Ashworth suggested updating all stations with exhaust systems (2d) be moved to the top of the priority list for Facilities.
- 4) Chief suggested we talk with the City regarding available land to build a new building in lieu of building at Station #2 location.
- 5) Ashworth would like to prioritize replacing type 3 engine with newer 4wd model (5a). Chief expressed his intention to look for a newer 4wd model after this fire season.
- 6) All agreed updating our equipment was a priority. Chief explained there will probably be a County-wide grant needed for new radios(7a).
- 7) Kliewer suggested for public clarity we name the other fire agencies referred to in 8c.
- 8) Hamilton suggested in sync with our goal to serve a growing community as stated in the Summary, we consider what areas in the District are suitable for expansion and determine who we have to co-ordinate with to be sure these areas are annexed or incorporated into our District.

The Board asked the Chief to prioritize items by fiscal year with estimated costs associated, if applicable. This item will be carried over to the August agenda. It was acknowledged that we are in Fire Season and the Chief would have to meet with the City to accomplish this. This item may extend beyond August.

### **7c. Approve “FY 2020-21 Finalize Assessments” for the Siskiyou County Auditor-Controller M/S/C (Hamilton/Kliewer 4-0) to approve the FY 2020-21 Finalize Assessments report to the County Auditor. Total parcels are 2,708. Total assessments are \$57,926.**

### **7d. Review 2<sup>nd</sup> quarter District Balance Sheet, Profit & Loss Statement, Cash Flow Statement** The Board reviewed these financial statements. There were no questions.

## **8. Next regularly scheduled Board Meeting is for Wednesday, August 19, 2020 at 10:00 a.m.**

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

76 calls                      4.24 minutes average response time                      Average of 5 responders per call

Three Wednesday night trainings took place in June.

MSFPD hosted a South County wildland training on a Saturday. CalFire, Dunsmuir, Castella and Hammond Ranch attended. The training was very well received. The departments in attendance agreed to have more of these group trainings with a different department hosting each training.

**10. Donations**

None

**11. Deposits**

- \$ 60.00 Baker Restitution

**12. Fund Transfers**

None

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

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

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

- **Regular Payroll: 06.05.20 – 06.18.20**
  - \$ 256.97 wages
  - \$ 42.56 Federal taxes
- **Regular Payroll: 06.19.20 – 07.02.20**
  - \$ 86.58 wages
  - \$ 14.34 Federal taxes
- **2<sup>nd</sup> Quarter Stipend Payroll: 04.01.20 – 6.30.20**
  - \$ 554.10 wages
  - \$ 91.80 Federal taxes
- **CA UI and ETT State tax: 04.01.20 – 06.30.20**
  - \$ 191.84 State taxes

M/S/C (Hamilton/Miller 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 requested we agendaize the issue of the annual County payment to the District for coverage of the added campground to the west of Lake Siskiyou, in August.

**16. Adjournment**

M/S/C (Kliewer/Miller 4-0) to adjourn meeting at 11:11 am

Respectfully Submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman