

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

**WEDNESDAY, July 21, 2021**

**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, Flag Salute**  
Called to order at 10:03 a.m.. Ashworth led flag salute. No invocation.
2. **Roll Call**  
Ashworth, Miller, Hamilton, Kliewer, Joyce – present     Melo, Duncan - absent
3. **Approval of Minutes for the Regular Board Meeting of June 16, 2021**  
M/S/C (Kliewer/Hamilton 4-0) to approve the minutes of the June 16, 2021 Board meeting.
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 2021**

\$313,744.47	Tri Counties Bank
\$329,062.14	Siskiyou County Auditor transfer to Tri Counties
<u>\$ 53,913.00</u>	Siskiyou County Auditor – cash on hand
\$696,719.61	

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

### **6a. Status of intent to establish Alternative Depository per Resolution No. 04212021**

Had a conference call on June 21, 2021 with the County and our Board members and Chief. We assured the County we had taken care of everything they were concerned about. Gave the County a run-out of accrued expenses for 20-21 to be paid in July by the County. Revenue from taxes to be paid by County to MSFPD on the 10<sup>th</sup> of every month and Special Assessments to be paid quarterly. County issued pay-out of \$329,062.14 on 6.30.21, withholding 53,913.00 for the payment of accrued expenses.

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

### **7a. Review and Approve Chief's Report on 2021-22 Assessments**

M/S/C (Kliwer/Hamilton 4-0) to approve and sign the Chief's Report on 2021-22 Assessments. Weaver delivered signed copy to County Auditor on 7.21.21.

### **7b. Review and Approve District's 2021-2022 Budget**

M/S/C (Kliwer/Hamilton 4-0) to approve the 2021-2022 budget presented by the Chief.

### **7c. Review and Approve Employee Evaluation for Chris Weaver.**

Deferred to August Board meeting.

### **7d. Review and Approve an investment policy for the MSFPD pursuant to Section 61053 of the California government code.**

M/S/C (Hamilton/Kliwer 4-0) to approve investment policy as presented by Ashworth.

## **8. Next regularly scheduled Board Meeting is for Wednesday, August 18, 2021 at 10:00 a.m.**

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

82 calls      average response time was 3:30 minutes      average responders per call was 5  
Multiple trainings took place.

## **10. Donations**

None

## **11. Deposits**

- \$ 167.97 Credit owed from Redding Fleet Truck Supply
- \$ 40.00 Baker Restitution
- \$ 12.89 Interest Earned on Tri Counties Bank Account
- \$ 329,062.14 Pay-out from County to MSFPD (deposited in Tri Counties Bank)

## **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.**

Some bills will be paid by the County, totaling \$53,501.04. Other bills, totaling \$31,747.51, will be paid by MSFPD from Tri Counties Bank account. This includes an invoice from Pape Kenworth for \$10.98 added to payables summary. Total payables for July is \$85,248.55.

M/S/C (Hamilton/Kliwer 4-0) to approve payables as presented.

Discussion took place over who should prepare checks and when these checks should be prepared. It was agreed to have Weaver prepare Tri Counties checks this month after the Board meeting and have 3 Board members come to the station office to sign when ready. Weaver will then mail the vendor payments. Weaver to order QuickBooks checks to be used in the future for all vendor and payroll payments. Three Board member signatures will still be required. Checks to be presented for signature at the Board meeting along with a Payables Summary and copies of the invoices and a Payroll Summary and copies of Pay Stubs.

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

- **Regular Payroll: 06.04.21 – 06.17.21**
  - \$ 339.38 wages
  - \$ 56.24 Federal taxes
- **Regular Payroll: 06.18.21 – 07.01.21 (None)**
  - \$ .00 wages
  - \$ .00 Federal taxes
- **Regular Payroll: 07.02.21 – 07.15.21**
  - \$ 252.81 wages
  - \$ 41.88 Federal Taxes
- **CA U.I. and E.T.T tax deposit 2<sup>nd</sup> Qtr 2021:**
  - \$ 377.79
- **Stipend Payroll: 04.01.21 – 06.30.21**
  - \$ 1385.25 wages
  - \$ 229.50 Federal taxes
- **Strike Team Payroll: Ranch Fire (State) Lamanna was left off the payroll first time**
  - \$ 84.96 wages
  - \$ 14.08 Federal taxes

M/S/C (Hamilton/Kliwer 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.

None

**16. Adjournment**

M/S/C (Hamilton/Kliewer 4-0) to adjourn at 11:09 A.M.

Submitted by:

Chris Weaver, Secretary

Approved by:

Robert Ashworth, Board Chairman