

MOUNT SHASTA FIRE PROTECTION DISTRICT
600 MICHELE DRIVE

STATION 1
REGULAR BOARD MEETING MINUTES
10:00 A.M.

CHAIRMAN JACK MILLER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR KIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

MONDAY, AUGUST 11TH, 2014

ITEM

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

10:06 a.m.

2. **Roll Call.**

Director Libby, Director Kiewer, Director Hoyt, Director Anderson, Director Miller all present. Chief Joyce is absent on the Beaver Fire, with Assistant Chief Duncan present.

3. **Approval of Minutes for the Regular Board Meeting of July 14th, 2014.**

Director Libby makes a motion to accept minutes as written, Director Hoyt seconds the motion, and the motion carries 5-0 with full Board participation.

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**

\$79,316.10 Total Inter-fund Cash as of July 31st, 2014. Secretary Patania states that the A/R on the monthly report from July from the County auditor's office was monies the District had received for a Strike Team.

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 the floor over to Secretary Patania. She refers to the tax log and states that she has good news. After meeting with Logan Castle, she contacted Dan Mauro at the tax advocate's office in Sacramento and confirmed that we only owe the Civil Penalty from 2004. The remaining penalties from 2002-2003 will fall off in 2017. The payoff amount according to Mr. Mauro is \$2,655.76 due by August 20, 2014. In addition to this, she spoke with Orlyn Torafson at the auditor's office to reissue stale-dated warrant #10338512 in the amount of \$2,563.10 to the IRS, and Jennie Ebejer has approved this. This means that we will just need to make up the difference of \$92.66, which has been placed on the warrants for August.

Director Anderson comments that this is a fabulous job.

Secretary Patania states that this is really good news considering what we thought was owed.

Director Libby states that this goes to before any of the current members were on the Board.

Director Anderson states that he appreciates the Secretary Patania's diligence, and we can drop this off the agenda.

Director Kliewer asks how much we had to spend.

Secretary Patania states that she only had to spend an hour with Logan Castle at \$160. The tax advocate in Sacramento is a free service.

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 he would like to drop this topic. It is not worth the cost to include three or four properties that are outside the boundary.

Director Anderson asks about the other properties we discussed at the last meeting.

Director Libby states that we added the properties that are in the center of the District boundaries on to the Special Assessment, and they have the right to appeal this. We have not heard anything about this yet.

Director Miller asks if more homes will be put up in that area.

Director Libby states that our boundaries stop at the SRA or FRA. If there were a new development that was to go into that area, we would revisit this discussion. It is not worth the amount of money to pursue it.

Director Miller is satisfied with this.

Director Libby states that when they looked this up with Chief Davis years ago, it was not worth it at that time either.

Director Anderson adds that we should take this off of the agenda, and then as we notice any new developments we can discuss it again.

Director Kliewer asks about the campground.

Director Libby states that this is CDF responsibility.

Director Anderson states that he discussed this with Jennie Ebejer, and there is no history of levying taxes against privately owned campgrounds.

Director Kliewer states that we are in business as public servants, so not everybody pays.

Director Anderson makes a motion to drop this topic, but keep an eye on new developments. Director Hoyt seconds the motion. The motion carries with full Board participation, 5-0.

6c. Discussion and Possible Action on purchasing building protection posts as recommended by Risk Safety.—Director Libby

Director Libby researched buying well casings, and they are all rusty and filthy, so he would like to purchase them newer through the City at their rate. These would be newer, and we would not have to remove rust. Cost is \$937 for pipe, and if we just do 8 it would be \$248. Snow removal was discussed, and it will not be an issue.

Director Anderson asks Assistant Chief Duncan his opinion.

Assistant Chief Duncan thinks that we have been lucky up to this point, so something needs to be done. We can start with protecting the equipment, such as the diesel fuel tank, etc...

Director Miller asks if this will satisfy GSRMA's requirement.

Director Libby states that it will.

Director Anderson thinks that if we are going to do it, we should just do it all.

Director Miller asks about City maintenance coming to drill holes.

Director Libby states that we got a verbal o.k. from Matt Melo that the city would come out to help. We would cut with the holes with an electric jack-hammer, and they would bring their vac-truck that sucks out the dirt.

Assistant Chief Duncan states that this works very well.

Director Libby asks how many we want to do.

Assistant Chief Duncan asks if the price includes the concrete.

Director Libby states that his motion will include the extra for the concrete once he knows what the Board would like to do.

Director Anderson suggests doing the entire building.

Director Libby makes a motion to install steel pylons not to exceed \$1200 which includes concrete. Director Kliewer seconds the motion, and the motion carries with full board participation.

6d. Discussion and Possible Action on reviewing budget status for FY 2014/15, and approval of final budget with Resolution #08112014-A.—Chief Joyce/Director Anderson

Director Anderson states that they had a budget meeting and that there were some adjustments and re-allocations with a net of \$21,000, but we should have a good year with strike teams.

Secretary Patania states that there is actually a more updated budget in the packet, and we had to include the loan for 4601. We did not pay this off at the end of the year as previously planned since there was no monetary advantage to doing so. We will continue to pay this monthly until we pay this off mid-year. This is included in a lump sum with the payment for 4600 on line 79 & 80 of the Budget detail report. We also received a strike team payment, and a FEMA grant, and we had to establish both the revenue and expense in Federal Other (542700), and Equipment (762100). It is a 95/5 Match Grant for 26 sets of turnouts. We also had to switch stipends from Special Departmental Expense to Wages. This leaves us with a total net of \$16,184.

Director Anderson comments that Chief Joyce does an excellent job of preparing this budget, and makes a motion to approve Resolution #08122014-A, and Director Libby seconds the motion. A roll call vote is performed by the Secretary and motion carries with 5 ayes and zero nays.

Director Anderson states that Secretary Patania will prepare monthly reports for those interested in the budget, and that these will come forward on a quarterly basis for the Board to review.

Director Kliewer states that this is good so that we do not have a standing committee. It would be the chairman's responsibility to assign someone on a quarterly basis to review these documents. The last budget they reviewed only had a 1% cushion, so this is a little better.

Director Anderson also states that the Budget Worksheet was signed by all Board members.

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

7a. Discussion and Possible Action on reviewing information provided re: The Supreme Court of the United States affirming the right of tradition and heritage of an invocation prayer at the beginning of public meetings.—Director Kliever

Director Kliever states that on May 5th a decision was handed down by the Supreme Court for civic entities to have the right to have an invocation prayer at the beginning of each meeting, and he thinks that it would be a good idea for our entity to entertain this idea. If you don't participate in your heritage, then you will lose it. He has spoken with Andy Grossman, who is one of our chaplains, and also with Troy Wood, and he is a known leader in our department who is also in favor of it. He sees an opportunity to start with our chaplains, since they interact with our department. Also Keith Bradley. They are trained in dealing with critical incidents stress management, and they know how to deal with emergencies. He suggests that we invite these individuals involved. We also have Pastor Andy, Keith, and Ray Horst who is the chaplain at the hospital. This group of men could perhaps select two other pastors, and he suggested that they each did it twice they could do it within a year.

Director Anderson asks what would happen if we cannot get one of these.

Director Libby volunteers to do it himself, and suggests that Richard could also help.

Director Kliever states that he does not want us to forget our heritage as a Christian nation. It is also an opportunity to meet the people who help our firefighters so that we have a better connectedness. We are concerned about their financial health, so we pay them; their physical health, so we provide medical, and also we should encourage their psychological health as well. We should be aware of the men who are responsible who are taking care of our employees. An employee has a difficult situation with an injury may need some down time, and we may need to help and prepare them. The primary issue is honoring our nation founded on godly principles.

Director Anderson thinks it is a good idea, and thanks Director Kliever for his input.

Director Kliever makes a motion to begin the process of having an invocation/prayer at the beginning of our meetings prior to the flag salute, starting at next meeting. He would be willing to contact the men mentioned, or the Chairman can.

Director Miller discusses that he feels uncomfortable with this. He has contacted Brian Morris about this topic, and he said to find out what kind of administration burden this will put on the District. Diversity is also an issue.

Director Anderson interjects that it is non-denominational.

Director Miller states that he does not feel that he can support this. Brian Morris feels that it can open up the District to more scrutiny. He did not know if the person would volunteer or if it would involve payment?

Secretary Patania asks, through the chair, if an individual could excuse themselves from the meeting at this point.

Director Kliewer states that it was not the intention of the Supreme Court to leave out any religion. It would not be the purpose of this invocation to leave out a Catholic priest. Director Kliewer states that an individual could recuse themselves from attending any portion of the meeting. There is controversy about the pledge of allegiance as well. This is not to be exclusive, and that this was the point of the court. It is meant to be voluntary; it is not a paid position.

Director Miller states that he feels badly to not support Director Kliewer on this decision, but he feels strongly about it. He will support him on many items in the future.

Director Anderson states that he should be proud to stand up for his beliefs.

Director Kliewer states that they can still be good friends and disagree.

Director Libby doesn't think it has to be reflected in the meeting minutes.

Director Kliewer states that this is not a personal issue, but it is Board action.

Director Anderson asks Director Kliewer to restate the motion.

Director Kliewer restates that the motion is to have an invocation prayer at the beginning of our meetings, and to start next month. He has made suggestions on the men who would be willing to participate, and who would honor the request in light of the decision made by the Supreme Court.

Director Anderson seconds the motion. Motion carries 4-0, with Director Libby, Kliewer, Hoyt, and Anderson participating. Director Miller opposes the motion.

7b. Discussion and Possible Action to review Five-Year-Plan, update and make changes as needed.—Director Libby

Director Libby details some changes that he has made to this document. He has made some changes to 2b, as well as changing 2005 to 2013, and changing the sentence “we would like” on page 2. He did not find anything wrong with page 4. The last one was regarding traffic collisions which we have done, and he has taken off. Page 7 discusses benefits and providing them, and he has deleted this item. Also regarding doing a monthly article, he has deleted this since we are doing this.

Director Kliewer asks if we can leave the item on there, and say that it is complete, with the year, so that we can identify when it was done. Otherwise it looks like we have never done anything, and this way it shows the progress. Then when those dates drop off on the fifth year, we can drop it off.

Director Anderson states that we should do a monthly public report.

Director Libby wants to leave on the agenda, and place next to the items when items were completed rather than deleting them. Number 8, update policy procedures are ongoing. Page 9 and revenue resources, which is item #9a. We can put this down as ongoing because we have hopefully fixed this for now. Nothing on #10. Just a couple changes.

Director Anderson asks about 10A.

Director Libby states that if the ISO gives us a letter, we would take care of it then, but we would not want to have a standing committee. This could be an “as needed” item, and then an advisory committee would be appointed.

Director Anderson asks if we make this available to the public.

Director Libby states that it is a public document and could be made available to the public on the website. We can place it on the website when it has been updated. He would like to leave it on the agenda because we need to look at Assets-Water tender for station #2, wildland engine replacement, station #2 replacement, and under Medical look at the condition of AED’s included, medical training, NCI training, and Haz-Mat training needs to be included. He would like Chief Joyce to review before adding this to the Five-Year Plan. He might have some additional items to add. We can motion to approve what we have already discussed if the Board would like to.

Director Anderson states to wait until all changes are made, and then we will review and approve next time.

Director Kliewer made a reminder note that we should review our inventory in November. Could we make an agenda item for next month for this?

Director Libby states that this would be equipment, not necessarily inventory.

Director Kliewer changes his mind on adding this.

Secretary Patania states that we are always updating our Capital Asset Listing, and including new items in the inventory list that are over the threshold. She thought that the inventory might be done at the end of the fire season while we still have seasonal employees available.

Director Kliewer adds that it would be good to do this at the end of fire season.

Director Anderson lets everyone know that Assistant Chief Duncan is diligently on the lookout for new equipment.

7c. Discussion and Possible Action on ratifying our agreement with the County Auditor's office to have two Board member signatures to pay bills or payroll in the event of an emergency.—Secretary Patania

Director Anderson states that this has been done by the Secretary.

Secretary Patania states that she asked the auditor's office if we could have two signatures to conduct Board business or do payroll in the event that three Board members cannot be located for signatures. They needed a memo from two, which the Secretary passes around for review.

Director Miller states that this is important so that people can be paid. We are always looking at ways to keep the morale up.

Secretary Patania states that this was for a Strike Team payment, but that we want to pay it once we receive it.

7d. Discussion and Possible Action on reviewing potential PTO policy.—Director Libby

Director Libby thought we reviewed this before, but the Secretary could not find it in our records. Apparently we never went anywhere with it. Going along with our benefits program, he thought we approved it, but she could not find it in our records.

Director Anderson states that we review this and this discuss at the next meeting.

The Board agrees to table this for approval at next month's meeting. At this meeting Rick and Dave can discuss any changes. Director Libby asks to please send to County Counsel for review.

8. The next regular scheduled Board Meeting is September 8th, 2014.

Director Anderson thanks the Secretary for sending a reminder of this in Outlook.

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

Assistant Chief Duncan reads the July report. We should receive our OTS grant for the South County reports soon. They should be here by next Wednesday. This was for Lake Shastina, McCloud, Dunsmuir, Mt Shasta City, and possibly one other. We will inventory these when we get them. We hit our 14 day assignment either Friday or Saturday.

Water Tender was on the Oregon Gulch fire for six days. He thinks they left around the first, and at they were dispatched the same day to the Beaver Fire in the Klamath River area with 4613. Director Miller states that he got to use 4610 on the Dewey fire.

Director Kliewer asks about the mandatory time off.

Assistant Chief Duncan states that it is 48 hours.

10. Discussion and Possible Action on Accepting Donations/MSFPD Association Updates—Director Libby.

Director Libby states that we are discussing a possible chukkar hunt for fundraising here in the valley.

Assistant Chief Duncan states that a potential site would be G&G Hunting.

Director Libby states that we have to have a game warden and also contact someone from fish and game. All of this will be discussed in our meeting with Mark Marshall. He continues with a report on the yard sale from July and states that the auxiliary rose a little over \$1100 this year which was almost double what we did in the previous years.

Director Miller asks about a fireman's muster with breakfast, etc...

Assistant Chief Duncan states that we can look into it. He thinks that we need to go to McCloud's and see how it works out. He doesn't want to conflict with them.

Director Libby states that he is conscientious about not conflicting with other departments.

Director Kliewer states that we could use "Lula-Belle" to take pictures and sell them reasonably priced.

Director Libby states that we could tie something into our dinner during Christmas.

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

Secretary Patania reviews this verbally as a copy is not available due to copier issues.

Director Anderson Okays this. He would like to discuss creating an event.

Director Libby refers back to item #10.

12. Fund Transfers

None.

13. Payment of the Bills

Director Kliewer motions to pay the bills, and Director Hoyt seconds the motion. Motion carries with full Board participation 5-0.

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 Kliewer would like to know when the Board members took their oath of office. Director Libby took his oath of office in November 2004. You can do a newspaper search. They are at COS, and they will do a search for you. Director Kliewer was sworn in January or February of 2005.

Director Anderson asks Secretary Patania to confirm when he started. February of 2012?

Secretary Patania states that she will confirm this.

Director Miller asks if these are in our archives.

Director Kliewer chose to go through the newspaper.

Director Libby states that you have to go through the County Office.

Director Miller is curious about this as well.

Director Kliewer states that we should have this information.

Director Anderson states putting it on the agenda for next time.

Director Anderson asks if there is anyone who is a good candidate for the Board.

Director Kliewer states that a friend of his was interested, and if it was coming up for election, to let him know. Dave Villareal did file as a candidate. He is the husband of Sue Villareal, a teacher in the Siskiyou High School District.

Director Miller has also spoken with John Santi, that he would be happy to return if we cannot find anyone else. He also thinks it would be good to get more people interested in the Fire District.

Director Kliewer states that he will ask if Dave can visit a Board meeting and to discuss his qualifications.

Director Miller and Anderson think that individuals who are not incumbents have another 45 days to file from the 8th of August.

15. Adjournment 12:03 p.m.

**Respectfully Submitted,
Secretary Patania**