

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

**WEDNESDAY, AUGUST 21, 2019**

**10:00 A.M.**

**600 MICHELE DRIVE**

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**CHAIRMAN ROBERT ASHWORTH**  
**DIRECTOR RICHARD KLIEWER**  
**CHIEF RICK JOYCE**

**VICE-CHAIRMAN JACK MILLER**  
**DIRECTOR**  
**BATTALION CHIEF JOHNATHAN DUNCAN**

**DIRECTOR MIKE HAMILTON**  
**CHIEF MATT MELO**  
**SECRETARY CHRIS WEAVER**

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**ITEM:**

- 1. Call to Order, Chaplain to give Invocation, and Flag Salute**  
10:00 am Chaplain Andy Grossman gave the invocation and flag salute
- 2. Roll Call**  
Ashworth, Miller, Hamilton, Kliewer and Joyce were present. Melo and Duncan were absent.
- 3. Approval of Minutes for the Regular Board Meeting of July 17, 2019**  
M/S/C (Miller/Hamilton 4-0) to approve July 17<sup>th</sup> 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 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.  
None
- 5. Cash Report for July 2019**  
\$418,274.95
- 6. Old Business and Board Directives from Previous Meetings**
  - 6a. Progress report on 5-year plan for District/City**  
Chief Joyce reported the plan is in progress. Kliewer asked if the plan addressed annual review of wages and benefits. Chief Joyce said that review is tied in with our annual update of our City contract for shared costs.

**6b. Dates of community outreach for fire preparedness**

Chief Joyce reported the City is dropping this until next fire season. The Preparedness brochures were mailed and there were meetings with individual groups.

**6c. Follow-up from Chief Joyce regarding sale of 4640,4601 and 4600.**

The City purchased the 4600 for \$30,000. The check has been deposited.

There are a couple o people interested in the 4640.

Susan River Fire Dept. will be discussing the purchase of the 4601 at their September Board meeting at a tentative price of \$22,500.

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

**7a. Approval of Resolution #08212019 for Department of Forestry and Fire Protection Agreement #7FG19079 - Grant in the amount of \$9,410.00 received from Volunteer Fire Assistance Program**

M/S/C (Hamilton/Miller 3-1) to approve resolution.

**7b. District approval of the listing and modifications to the Auditor-Controller's Final Assessments for 2019/2020**

M/S/C (Kliewer/Miller 4-0) to approve Final Assessments for Auditor-Controller

7c. Weaver brought to Board's attention she had just received the 2019-20 final budget from the Auditor for Board approval. The signed approval is due back to Auditor by September 9<sup>th</sup>. Weaver asked for time to review the budget before recommending Board approval. This will necessitate a Special Board meeting. The Board agreed to Weaver's request. The meeting will be called the later part of next week.

**8. Next regularly scheduled Board Meeting is for Wednesday, September 18, 2019 at 10:00 a.m.**

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

90 calls. 3.30 average response time. Average 6 responders per call.

Held multiple Wednesday and Saturday trainings – wildland-urban interface and structure triage, LARRO refresher.

**10. Donations**

None

**11. Deposits**

- \$ 1,412.00 Refund of DMV fees
- \$30,000.00 Proceeds from sale of 2013 Dodge PU
- \$ 75.00 Baker restitution

**12. Fund Transfers**

- **\$117,876.00** To transfer money from the District’s contingency account (#800000) to the Equipment-Special Districts account (#762100) for the purchase of two new vehicles. Transfer was Board approved at July meeting.

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

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

**14. Ratify Payroll Claims- Supporting documentation will be provided during the meeting**

- **Regular Payroll: 07.05 – 07.18.19**
  - **\$235.49** wages
  - **\$ 39.02** Federal taxes
- **Regular Payroll: 07.19 – 08.01.19**
  - **\$115.44** wages
  - **\$25.38** Federal taxes
- **CA UI and ETT Quarterly Tax Deposit: 04.01.19 – 06.30.19**
  - **\$315.87** State taxes
- **Regular Payroll: 08.02 – 08.15.19**
  - **\$229.71** wages
  - **\$ 38.08** Federal taxes

M/S/C (Hamilton/Kliewer 4-0) to ratify all payroll claims as presented

**15. 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.**

Ashworth inquired if Pacific Power had come up with a notification policy on time-frame for power to be shut off in case of fire danger/emergency. Chief Joyce said to his knowledge we have not been given any such notification.

**15. Adjournment**

M/S/C (Hamilton/Miller 4-0) to adjourn at 10:52 a.m.

Submitted Respectfully,

Secretary Weaver

Approved,

Chairman Ashworth





