

REGULAR BOARD MEETING AGENDA

10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JACK MILLER

DIRECTOR JAMES BEEM

DIRECTOR ROBERT ASHWORTH

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

WEDNESDAY, SEPTEMBER 7TH, 2016

ITEM:

1. **Call to Order, Chaplain Paul Leeman to give Invocation, and Flag Salute.**

10:00 a.m.

2. **Roll Call.**

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

3. **Approval of Minutes for the Regular Board Meeting of August 3rd, 2016.**

Director Miller motions to approve August 3rd minutes. Director Beem seconds. Motion carries, 4-0.

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**

As of 09/07/2016 the interfund cash balance is \$160,043.85.

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

6a. Discussion and Possible Action regarding stale-dated warrants that have gone to agency fund. — Director Kliewer

No updated information from the Auditor's office regarding the status of these warrants. Item tabled until October.

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

7a. Discussion and Possible Action to accept and adopt the 2016/2017 budget with Resolution #09072016. – Board of Directors

Chief Joyce informs the Board that there are a few differences from the proposed budget. The secured allotment was lowered to be more accurate. Federal fire payments were received and were added to the final budget.

Director Kliewer motions to approve Resolution #09072016. Director Miller seconds. Motion carries, 4-0.

7b. Discussion and Possible Action regarding AGT's audit proposal for fiscal years ending June 30th, 2017, 2018, and 2019. –Director Kliewer

Director Kliewer asks the Board if anyone has a questions or concerns regarding the proposed costs.

Director Anderson comments that AGT has been doing a good job, they are local, and attentive. He comments that the fee increase is nominal, and recommends accepting their bid.

Director Miller asks if the Board has reached out to receive quotes from any other agencies. Director Anderson replies that they have not.

Director Kliewer motions to approve AGT's audit proposal. Director Beem seconds. Motion carries, 4-0.

7c. Discussion and Possible Action regarding charging the county or Reynolds for services rendered by the District at the campground. – Director Kliewer

Director Kliewer states that he is concerned that the District provides services to this area at no charge. He recognizes that it is important to respond to emergencies of the citizenry, but the County makes money from the campground and other properties and the District should not be donating their services to support their business. He comments that the District has limited resources, and limited ways to acquire new resources, and responding to this area at no charge is a drain on those resources. He asks Chief Joyce how often the District has responded to calls at the campground this year. Chief Joyce replies that it has been very minimal this year, in comparison to prior years.

Chief Joyce comments that the biggest issue goes back to all of the residents who are not in the District. The resort is just outside of the District's boundary lines.

Director Anderson comments that he recalls that the District couldn't collect money because the resort is considered one APN, and is outside of the District.

Chief Joyce agrees, and states that without changing the District's boundary we cannot collect taxes from the property.

Director Anderson asks if the property is Federal land. Chief Joyce and Director Beem state that is part of the Flood Control District. Director Anderson asks who responds to their issues. Chief Joyce replies Cal Fire, but as a fire agency the District has a responsibility to respond in an emergency. He states that

the District can release itself once Cal Fire shows up, but it won't look good if the District is not responding.

Director Anderson comments that he thinks someone should approach Reynolds regarding compensation for services provided. Chief Joyce suggests talking with County Counsel, and maybe having a yearly contract with the campground for emergency services. Director Anderson comments that he would like the Board to look into it.

Director Beem comments that there are other issues with the District boundary, for instance Quail Meadow. He comments that County Counsel represents both sides of the equation. The Planning Commission dropped the ball on allowing all of the residences inside Federal land when they switched over not to go through a LAFCO and be incorporated with the City. The Planning Commission has failed miserably many times, and it has affected the District. There are several residences across from Station 2 that pay nothing for services as well. Director Beem believes that the County failed, and should pay for the LAFCO border realignment. Director Anderson asks how many residences are located in this area. Chief Joyce responds that he does not recall, but it wasn't enough to cover the \$10,000-\$15,000 to readjust the line.

Director Kliewer comments that this discussion is getting off track from the actual agenda item. This agenda item does not pertain to citizen's personal residences, but to a business that is using the District's services without compensation.

Chief Joyce comments that they are technically not using the District's services. He suggests the Board contact County Counsel regarding this issue. The campground is in the Cal Fire jurisdiction and the mass Mutual Aid Agreement states that the closest resource will be dispatched. The District is the closest resource. With the agreement, the District does not have to go if there is no one available to respond, but again, as a fire agency Chief Joyce feels a responsibility to respond if toned out. He asks how they would go about charging for these services. Would they bill the campground or Cal Fire?

Director Kliewer comments that he brought this up because the District continually rotates Board members, and it is easy to forget where the District bleeds, so to speak. The Board needs to remind itself of areas that are using the District's resources, and have an answer as to why some of these areas are not paying for services.

Director Anderson asks Director Kliewer to reach out to County Counsel. Director Kliewer states that he thinks it would be better to reach out to our County Supervisor.

Chief Joyce states that he has been approached by several members of the community who are upset that the District does not receive any portion of the fire fee residents are being charged, considering that the District is the first to respond.

Director Anderson proposes keeping this item on the agenda for October, and would like a report from Director Kliewer.

Director Kliewer states that short of applying for a new tax increase, the District needs to figure out a way to recoup its resources. It costs the District money to respond to the campground. Director Anderson suggests billing the campground per incident or having an annual contract. Chief Joyce comments that he isn't sure how the District can legally do that. Director Beem states that it [resident fire fee?] is per residential structure, not per parcel. As the campground has a lot of structures on its property, it could be a substantial amount of money. Chief Joyce states that the SRA fee is per residential structure.

Director Beem suggests mitigating with the County regarding LAFCO boundaries, as they allowed several parcels to be developed without all of the proper changes being made.

Director Beem comments that he clarified the advantages of the LRA and SRA. The SRA is only responsible for watershed, the LRA for all others.

7d. Discussion and Possible Action regarding Lake Siskiyou Mutual Water Company's 2016 Annual Shareholders Meeting. -Director Anderson

Director Anderson informs the Board that the District pays a meter fee to the LSMWC, and if any member attends the shareholder meeting the fee will be waived from the water bill. Secretary Davis clarifies that the District pays a \$25 component replacement fee every month, and one month will be waived for attending the meeting. Chief Joyce comments that LSMWC should waive the fee for the District anyway, as they use Station 1 for their meetings, and the water tender to clean their tanks.

Secretary Davis informs the Board the LSMWC has 93-94 shareholders and they need a quorum of 25 to conduct their business. Attendance can be in person, and the \$25 fee will be waived, or the Board can send in a vote by proxy form. She shares that it was recommended to name Reece Miller as the District proxy. Director Anderson asks if anyone volunteers to attend the meeting. He gets no affirmative response and asks Secretary Davis to send in the vote by proxy form.

Director Beem motions to approve the vote by proxy. Director Miller seconds. Motion carries, 4-0.

7e. Discussion and Possible Action regarding Status of Election memo and Certificate of Facts documents from County Clerk. -Director Anderson

Secretary Davis informs the Board that the County Clerk's office sent a memo informing the District that no candidates filed candidacy paperwork for the two vacant board positions up for election. The County Clerk filed a Certificate of Fact asking the County Board of Supervisors to appoint qualified persons at their November meeting. The Board should direct any interested parties to contact our Supervisor, Ed Valenzuela, directly. Director Beem states that Michael Kobseff also represents our District.

8. Next regularly scheduled Board Meeting scheduled for Wednesday, October 5th, 2016 at 10:00 a.m.

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

Chief Joyce reads the August report. See attached.

109 calls, with an average of 3 responders per call.

Training report:

No formal training during the month of August.

Information report:

Chief Duncan led a strike team on a 21 day assignment involving three different fires in Fresno, Clear Lake, and San Luis Obispo. Director Miller comments that Chief Duncan was a big help to him on the San Luis Obispo fire.

Chief Joyce comments that Chief Duncan is a very good strike team leader. Two fire seasons in a row his crew has been out 21 days. He states that he [Chief Joyce] has been on this department for 15 years, and comments that we've never been held past 14 days. Crews are usually released after 14 days, but can be held for 21 with permission. He comments that Chief Duncan is a real proactive, hard working strike team leader.

The water tender assisted on two local fires; the Grade Fire in Yreka, and the Gap Fire in Klamath River. Captain Hastings, Captain Beem, and [Warren Bree?], responded. Chief Joyce states that the water tender was out from the 28th to the 6th.

Chief Joyce comments that few fires are an all call for the whole county, the last being the Boles Fire in Weed. The whole county was toned out for both the Grade Fire and the Gap Fire, requesting any water tender and engine to respond. He comments that fires are getting worse.

Director Beem states that our department was the last local government agency to leave.

Director Anderson asks if Chief Duncan is still looking for a water tender. Chief Joyce replies that he is. Director Beem comments that they are looking for one with a 2000 gallon capacity. Chief Joyce adds a smaller wheel base than 4630 would be preferred, as it would be sent out on any out of county calls. 4630 has a 3800 gallon capacity, and would be used for local structure fires, as the District does not have hydrants.

Director Anderson asks if any member of the public has expressed concern for their house while the District sends the tender out of the area during fire season. Chief Joyce replies they have not. He states that there were quite a few vegetation fires while the strike team and tender were out this last month. Hammond Ranch and Dunsmuir's tenders responded. He reminds the Board that there are a lot of local engines as well.

Of the 109 calls, Chief Joyce states that he responded to 98 and Tyler Cervelli to 94.

Director Anderson asks what Tyler is to the department. Chief Joyce replies that he is a volunteer Lieutenant.

Director Anderson asks if this is a recent change. Chief Joyce comments that two volunteers were promoted to Lieutenant last year, Cervelli and Bruni.

Director Anderson requests that this information be reported to the Board.

Director Anderson asks if this came with higher pay or more responsibility. Chief Joyce replies that it does not offer higher pay, but does come with more responsibility while on fires. It helps to have a ranking structure on fires.

Chief Joyce states that Lieutenant Cervelli is very knowledgeable, know how to pump everything, and can drive all of the equipment, except the water tender. He states that he is a committed volunteer, and runs more calls than the paid guys.

Director Kliewer suggests that these promotions or changes in the department be brought forward in the Chief's report as they occur to keep the Board updated. Director Beem agrees.

Director Kliewer asks Chief Joyce about the locations of the abandoned campfires. Chief Joyce replies there were a couple behind the lake, and by the river.

Chief Joyce comments that several agencies assisted in a city wide sweep of common transient locations, such as the City Park, behind Ray's Food Place, near the freeway. The day before the sweep was a ¾ acre fire near Kingston. This is a common area for abandoned campfires.

Someone asks about burning permits. Chief Joyce responds that no burn permits are issued this time of year, and there is a county wide burn ban. He comments the only place to legally burn is at a campsite with a designated campfire ring. Warming fires, cooking fires, and ceremonial fires are allowed on private property, but may not be left unattended.

10. Fund Transfers

No fund transfers.

11. Payment of the Bills- A detailed list containing all payees and payment amounts will be provided during the meeting

Director Kliewer motions to pay the bills. Director Beem seconds. Motion carries, 4-0.

12. Ratify Payroll Claims- A detailed list containing all payees and payment amounts will be provided during the meeting

- **Regular Payroll 07/22-08/04/2016**
 - **\$375.16 wages**

- \$63.34 Federal taxes
- Mill Fire 2 (Federal)
 - \$2,363.06 wages
 - \$431.28 State and Federal taxes
- Regular Payroll 08/05-08/22/2016
 - \$250.12 wages
 - \$41.42 Federal taxes
- Regular Payroll 08/19-09/01/2016
 - \$218.10 wages
 - \$36.14 Federal taxes

Secretary Davis explains to the Board that she has been working with the Auditor's office in an effort to be more transparent to the public.

Per Annemarie's suggestion, a line has been added to the agenda for the items pertaining to payment of the bills and ratifying payroll claims. She also suggested listing each vendor and dollar amount owed on the agenda. Secretary Davis comments that she does not like this idea as invoices sometimes come in the day of the board meeting. She worries that if the final agenda is already posted she would be unable to pay these invoices until the following meeting. She suggests in lieu of listing each vendor and payment amount on the agenda every month, a copy of the monthly vendor summary can be provided to the public and can be filed with the meeting minutes. This vendor summary lists each vendor and the payment amount owed, and is kept in the monthly warrant folder.

The Board is in agreement with this arrangement.

Secretary Davis states that Annemarie also suggested listing each payroll item to be ratified on the agenda. Secretary Davis points out that this was done with this month's agenda. Each payroll period is listed separately, with the wages and taxes following. Copies of the paperwork pertaining to each payroll period are included in the agenda packet.

She informs the Board that there is a folder labeled "To Be Ratified" that contains a copy of each payroll warrant and JE entry [used for tax payments] page that was approved, either by the Chief or Chairman. Once the Board reviews and ratifies the payroll items, these are the pages the Board will sign. All of the information the Board needs to review to ratify these items [timesheets, etc] are in the monthly warrant folders and will be provided and clearly marked for the Board. These will be clearly marked as ratified and sent to the Auditor's office to be kept with their records; the District will retain copies.

Director Miller motions to ratify the payroll claims as listed on this agenda. Director Beem seconds. Motion carries, 4-0.

13. 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 Beem comments that Station 2 is in need of a new well pump. He requests this item be put on October's agenda.

Director Miller informs the Board that Quail Meadow H.O.A. has collected a \$500 donation to help beautify Station 2. They are unsure who to present the check to. Chief Joyce states it would need to be presented to the MSVFA, and will be earmarked for Station 2. He comments that there are plans to work on Station 2 after the fire season ends.

Director Beem suggests clarifying how employees are being paid when out on strike teams. He comments that he has been questioned several times, and has received comments that it looks like we are double paying employees when they are out. He would like this crystal clear.

Director Anderson asks if the issue is employees being paid a salary and being paid for time out on a strike team. Director Beem confirms, and restates that he would just like this clarified.

14. Adjournment

11:36 a.m.