

MOUNT SHASTA FIRE PROTECTION DISTRICT

REGULAR BOARD Minutes

WEDNESDAY, September 16, 2020

10:00 A.M.

600 MICHELE DRIVE

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

ITEM:

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**
10:02 am, Director Kliewer gave the invocation and Director Ashworth led the flag salute
- 2. Roll Call**
Ashworth, Hamilton, Kliewer, Joyce – present Miller, Melo, Duncan - absent
- 3. Approval of Minutes for the Regular Board Meeting of August 19, 2020**
M/S/C (Hamilton/Kliewer 3-0) to approve August 19, 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 August 2020**
\$488,457.77 cash on hand

6. Old Business and Board Directives from Previous Meetings

6a. Discuss minimum cash balance for the District

The Board needs to consider the cost of buying a new engine? New or used? Cost? Chief Joyce estimates a new engine would cost about \$250,000. The City would buy 4613 for about \$50,000, which would offset our District's expenditure.

The Board is also faced with the cost of an exhaust system for the station. Chief Joyce said we will be seeking a grant for this.

Director Kliewer suggested the Board set a minimum cash limit at the November Board meeting after the Chief has a chance to price a new engine while Chairman Ashworth is still on the Board. Currently, the Board is considering an undeclared minimum of \$400,000.

6b. Review and Approve the new 5 year plan for the District

Continued to next month

6c. Annual County payment to the District for added coverage of campground to the west of Lake Siskiyou. No payment received for 2018 or 2019. (Richard Kliewer)

Director Kliewer and Secretary Weaver to draft letter to Supervisor Kobseff regarding this issue. Chairman Ashworth will approve and sign.

Chief Joyce brought up a situation being created by Supervisor Ed Valenzuela referring all inquiries/complaints regarding campfires around Lake Siskiyou to the District. This is CalFire's jurisdiction, not ours. Chief Joyce and Chief Melo have been inundated with calls and emails regarding this issue. The Board requested Chief Joyce to write an email to Supervisor Valenzuela explaining this and asking him not to refer anyone to the District on this.

7. New Board Business and Possible Action

7a. Present Board with Certificate of Facts regarding no one filing for our two open Board positions. Board of Supervisors may appoint qualified candidate at October 20, 2020 meeting.

Board acknowledged receipt of this correspondence.

7b. Approval of Audit Engagement letter from AGT dated September 8, 2020 for FYE June 30, 2019 and June 30, 2020

M/S/C (Hamilton/Kliewer 3-0) to approve this engagement letter.

8. Next regularly scheduled Board Meeting is for Wednesday, October 21, 2020 at 10:00 a.m.

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

91 calls 4:38 minutes average response time Average of 6 responders per call
Only two medical procedure trainings this month due to lack of personnel at home

10. Donations

None

11. Deposits

- \$ 40.00 Baker Restitution
- \$ 94.48 CalCard rebate from US Bank for 2nd qtr 2020

12. Fund Transfers

None. When the next strike team payroll is processed a fund transfer will be made to cover all fires to date which have not been paid by the state.

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 (Kliewer/Hamilton 3-0) to ratify payment of bills as presented.

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

- Regular Payroll: 08.14.20 – 08.27.20
 - \$ 166.23 wages
 - \$ 27.54 Federal taxes
- Regular Payroll: 08.28.20 – 09.10.20
 - \$ 125.82 wages
 - \$ 20.86 Federal taxes
- Strike Team Payroll: 07.20.20 – 07.30.20 Hog Fire (State)
 - \$10,642.49 wages
 - \$ 3,928.86 Federal taxes
 - \$ 526.58 State taxes
- Strike Team Payroll: 07/22/20 – 7.29.20 Gold Fire (State)
 - \$21,365.40 wages
 - \$ 5,446.50 Federal taxes
 - \$ 385.35 State taxes

M/S/C (Hamilton/Kliewer 3-0) 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 3-0) to adjourn meeting at 10:37 a.m.

Respectfully submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman