

CHAIRMAN JACK MILLER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

MONDAY, OCTOBER 13TH, 2014

ITEM

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

Call to order at 10:02 a.m. Chaplain Keith Bradley leads the invocation.

2. **Roll Call.**

Director Kliewer, Director Hoyt, Director Anderson, and Director Miller present. Director Libby arrives at 10:08

3. **Approval of Minutes for the Regular Board Meeting of September 8th, 2014 and Special Board Meeting Minutes from September 29th, 2014.**

Director Anderson motions to approve the minutes and Director Hoyt seconds the motion. Motion carries 4-0, with Director Libby absent.

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.**

The Chair recognizes Rebecca E. Moore. Mrs. Moore introduces herself as a local attorney; she represents Bill and Paula Young, and Dr. Gregory & Janet Skipitis. They live on Spring Creek Road in Mt Shasta which is within your jurisdiction. As she understands, submitted a claim that was rejected by the Board. She is here today because they feel that there is an ongoing failure to enforce the law at 600 Spring Creek Road. There is a home there that is occupied by Anthony & Shelby Garcia. They operate a large family daycare. They became aware in June that the fire code was not being adhered to. They

have a daycare is on the second floor. 1015.7 Code states that there should be a sprinkler system. She sent a letter on October 2nd. Does not know if the Board received the letter. She is a concerned citizen, and wants it reflected on the minutes that she is here, and wants to know if there is a variance, but is not aware there is one. She is concerned and wants to let the Board know that she will be here every month until the law is enforced. She is here to raise the issue and would like a written response, and would like to talk with anyone of you about this and there are 14 kids there. If a fire comes through, what happens? She is a lawyer, and a local citizen. The parents do not know that the fire code is not being adhered to. It was your H&C in 2012. She would like a written response. She is not trying to cause trouble, she is trying to save some kids.

Director Anderson confirms that the only issue is with the sprinklers and not with the road.

Rebecca E Moore, states that this is the only issue that pertains to the District. Her clients don't want to sue the District; they just want the law enforced. They are parents, they are parents and grandparents, and don't want a fire hazard near their home. They were not aware of this issue until June.

Rebecca E Moore states that she has not gotten anywhere with the Chief. Her clients had to hire an expert to be able to comply. The Code states that they have to have two exits from the top floor, which they have complied with, and they also have to have the fire code enforced. She states that she is putting the District on notice. Clients will start coming to the meetings until they can receive satisfaction.

Dave Libby thanks Rebecca E Moore for coming and understands her position. He advises the Board not to comment on this issue until we contact County Counsel. He needs to see the document before responding.

Director Anderson asks if the clients are neighbors. And do they have children there? She states that they are adjacent, and they do not have children at this daycare.

Rebecca E Moore states that she is concerned that there is a conflict of interest due to the Chief having a child at the daycare.

Chief Joyce states that his children are 19 and 15. He also has some information; and that she is correct on the fire code. There was a mess up with the fire department, building department, and the company in Chico.. There has been a problem with the building code. The department in Chico is asking them to do a re-inspection. They will have three options. Move their daycare to the first floor, only have 8 children so that they are not a large family daycare, or putting sprinklers in. He has just received the inspection form from Social Services. He plans on doing the re-inspection next week some time.

Rebecca E Moore states that this is wonderful.

Chief Joyce states that he talked to Greg Plucker at the planning department this morning. He confirmed this as well. The confusion was that the building department read the code as they have to have two exits and require them to put stairs in. His assumption was that the building department signed off on it, and the fire code is confusing, so he screwed up on this part where they say that they cannot have it on the second floor and is attempting to fix it. However, it is going to be up to the Garcia's now as to what option they want to take.

Rebecca E Moore states that if they move everything down to the first floor it will be acceptable.

They don't have to have two exits for the sprinkler system. Do they want to have sprinkler system or do they want to move to the first floor.

Rebecca E Moore asks if he anticipates which day this will be.

Chief Joyce states that he is going to try to go out Thursday or Friday of this week. He hasn't talked to the Garcia's yet. If he gets an answer, he will forward it on to her.

Rebecca E Moore states that she would appreciate that.

Chief Joyce hopes that this sets her mind at ease, and that he does not know the Garcia's outside of the inspection that he performed.

Rebecca E Moore states that she believes him, it is just that it is a small community, and that the rumor mill flies.

Chief Joyce states that it doesn't matter if they sign a petition, that the code is the code.

Rebecca E Moore thanks him.

Director Anderson thanks her, and appreciates her to come to the Board.

Rebecca E Moore thanks the Board for their response, and their action.

Director Libby asks who is representing us.

Chief Joyce states that County Counsel is not representing us.

Director Miller thought that it was County Counsel.

Secretary Patania states that our representative is Bob Hunt, who works with Golden State Risk Management.

Chief Joyce states that she is concerned if something happens. He has also talked to Social Services.

5. **Cash Report** ,
\$44,466.92 Total Interfund Cash as of September 30th, 2014.

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

- 6a. **Discussion and Possible Action to review Five-Year-Plan, update and make changes as needed.—Director Libby**

Director Anderson states that we need to meet with Chief Joyce to bring it current and look at opportunities for liability.

Director Libby states that the last time we discussed this that they had mentioned wanting to leave in what was accomplished with what was done, and what date. He refers to page five with grants, establishment of fee for cost recovery. Do you want to leave this and say complete, or compliant, or do we just want to take it out.

Director Anderson asks why we would not want to leave certain items in.

Director Kliewer states that it may be good to leave it in, and put the date in that it was accomplished to show progress. If someone was coming to review it, they could see the items are complete, and also ones that still need work.

Director Anderson states that he agrees with this.

Director Kliewer asks if we can address one to five issues today, and then bring it back to the Board next month.

Director Libby states that there are only three or four items-- on page 7 is the next one. He then reviews these items. #1c, which is complete.

Director Libby was wondering about Fire Prevention Education.

Chief Joyce states that the one in the packet is page 6.

Director Libby also states that the item about the newspaper is complete.

Director Anderson asks if we should change the item that refers to "current volunteer staffing".

Director Libby states to take out the word "current."

Chief Joyce states that as soon as the ISO inspection is done, that he want to completely redo this.

Director Libby discusses the item about including houses that re not within our boundaries. We are going to have to go through the planning department, and this will cost a lot of money.

Chief Joyce states that when they create the boundary line for the District, that they are not in the boundary. We have heard from the auditor's office, and we cannot just add them to the special assessment without going through the County.

Director Libby then discusses the item about maintaining the ISO rating. He would like to have a meeting this week with Chief Joyce.

Chief Joyce states that Tuesday afternoon, or Wednesday would work of this week.

Director Libby states that he and Chief Joyce will go through the document and look at it and bring back a draft to the Board. They want to update the Wildland Engine, and to look at a Water Tender as well. He asks that the Board think of any other assets they would like to add.

6b. Discussion and Possible Action on reviewing potential PTO policy.—Director Libby

Director Libby would like the Board to review the proposed policy. We have discussed the policy some time ago, but there is no record of this being passed.

Chief Joyce states that it was never passed because they have not had the chance to discuss it.

Director Miller tables this item to the next month so the Board can review the proposed policy, and also so that Director Libby and Chief Joyce can meet to discuss it.

6c. Quarterly update on Stale-Dated Warrants—Secretary Patania

Chairman Miller turns this portion over to the Secretary.

Secretary Patania states that there are two stale-dated warrants that were sent to us this quarter. A letter was sent to one with an affidavit to claim, but we have no forwarding address for the second individual.

Chief Joyce states that it amounts only to \$30 or so.

Director Anderson asks if these are the only stale-dated warrants we have.

Secretary Patania states that they are the only ones we have this quarter.

Director Libby asks if we should take this item off the agenda until further notice.

Secretary Patania states, through the chair, that since the auditor's office sends these notices out on a quarterly basis that she understood previously that she would report out on this on a quarterly basis.

Director Libby states that this sounds good.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action on approving bid for 20 complete sets of turnouts with FEMA grant# EMW-2013, FO-05919.—Chief Joyce

Chief Joyce states that we combined the bid process with Mt Shasta City since it is stricter, and went out to bid with them, and got the sealed bids on Friday, October 10th at the City, and reviewed them with the Finance Officer, Muriel Howarth Terrell. Cascade Fire was the winning bid, and they will be in the process of getting sized in the next couple weeks. Director Libby asks if we need to approve something.

Chief Joyce states that our portion is 5% of the total which is approximately \$2900.

Director Miller asks when they will get this order.

Chief Joyce states that it takes about 30-45 days to manufacture them.

Director Kliewer asks if there is a guaranteed warranty on the life of the turnouts.

Chief Joyce states that the turnouts have a 5 year warranty. We would go through the sales representative to replace them.

Director Miller states that they are a reputable company.

Chief Joyce adds that they are about as local of a company as you can get, with their office in Medford. There were a couple bids that were taken out because of customer service.

7b. Discussion and Possible Action on reviewing Measure E (GANN).—Director Kliewer

Director Kliewer states that we are almost to the election, and wanted to see if the Board wants to purchase some positive advertising, banners, etc...political signs. He was wondering if the auxiliary would be able to pay for this.

Director Libby states that he is not sure that they cannot do this through the auxiliary due to their bylaws.

Director Anderson wonders if we want to do this, since this is a slam dunk.

Director Kliewer just wanted to bring this forward since we are in the last few weeks prior to the election. He refers to a flyer that we put out last time. He also was not sure if we did any handwritten signs last time.

Secretary Patania looks up the signs online—100 lawn signs would be \$199.

The Board discusses a few of their options, and they are not sure that that they want to pay to advertise.

Chief Joyce states that if the GANN does not get approved we go back down to approximately \$170,000.

Director Libby reads the ballot to confirm how it is written. He states that we can put “Yes on Measure E” Not a tax increase. He can get some poster boards out and advertise so that it will not cost us anything.

Director Kliewer states that something simple, with limited signage is a good idea.

Chief Joyce suggests “Vote Yes on Measure E—“This is not a tax increase”.

8. Next regularly scheduled Board Meeting is November 10th, 2014.

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

Chief Joyce reads from the Chief’s Report. (See Chief’s Report from September 2014) Six calls were auto and mutual aid. The auto-aid number does not reflect the City since they both respond to calls together. So every other department besides the City. He also reads a letter from Chris Pitts, who was the Fire Captain for the Mill Group. It details his appreciation for the District’s hard work on the Boles Fire. He also reads the training information from Assistant Chief Duncan. Their trainings have included WUI- (Wildland Urban Interface) training and hose-line deployment. The training tower has been cleaned up as well. They also have been doing orientation on various water sources.

ISO requires 14 hours a week for training for volunteers, per firefighter. The strange thing is, if he has two people and they have to take an 80 hour class, it covers the both of them. They don’t want to see each person. They are logging any teaching, and any kid that is in the academy so that this is in our training records. ISO will be here tomorrow at 0900. They have completed the pre-plans. There are 49 non-residential buildings in the District. This includes commercial, assemblies (churches), and storage units.

Director Miller asks if this refers to buildings that are unoccupied.

Chief Joyce states that they have pre-plans of all buildings, and they are on the iPads in the rigs.

Director Anderson asks if they share with the City.

Chief Joyce states that we have pre-plans from Castella to Weed. The water map has also been finished.

Director Kliewer asks if he has a 1500 gallon water tank on his property, and asks if it would help the District.

Chief Joyce states that he would just have to add a connection for them to draft out of.

Chief Joyce also mentions that he will be attending training at the Reno fire show next week.

Director Kliewer asks if we have any renewed interest in volunteers.

Chief Joyce states that the fire in Weed has had the reverse effect. Cal Fire hired several rookies. We have heard that many won't come back after that. He is not sure what this is going to do for volunteers. Evan Caldwell is a new volunteer who is in the academy and a sleeper on the department.

Director Libby asks if Veteran's Day is observed on Monday the 10th.

Secretary Patania states that it is observed on Tuesday the 11th.

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

Director Libby states that the auxiliary is going to pay for the iPads for 4640 and 4612, for a total of \$1,375.48

Chief Joyce adds that the MES bill is the correct bill.

Director Libby makes a motion to accept the donation from the association, and Director Hoyt seconds the motion. Motion carries 5-0 with full Board participation.

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

Secretary Patania hands out the updated article that includes Mt Shasta Fire instead of Mt Shasta Fire Protection District.

Director Anderson asks if there will be more.

Chief Joyce states that Matt Melo does want to add more as winter approaches.

Director Libby asks if we want to detail that it is Mt Shasta City and District together.

Chief Joyce states that through our MOU we are "Mt Shasta Fire".

Director Kliewer thinks it is good to make a distinction because they are two separate entities. He understands that as a fire department they are one, but we need to let the public know.

Director Libby states that we work together as one, but we are still two separate entities.

Director Miller adds that this includes billing.

Director Anderson also mentions that this public communication needs to differentiate the two, which will show that the two are working together.

Director Kliewer states that within the fire service it is excellent, but it is important for the public to be informed that the two separate entities are working together.

Chief Joyce suggests "Mt Shasta City and District Fire". He adds that Secretary Patania is going to add a blurb introducing the two joined departments.

Secretary Patania states that once we introduce it this way, then perhaps we won't have to continue the heading as separate departments.

Director Libby states that we might need to differentiate it for a few months.

Chief Joyce adds that someone from the paper wants to do an article about the departments working together.

12. Fund Transfers

None.

13. Payment of the Bills

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

Director Libby states that in November we vote on the new chairman and it takes effect in December.

Director Miller remembers this as being voted in December & taking over in January.

Director Libby states that if for some reason someone did not win the re-election, they would need to decide this at the November meeting.

Director Anderson confirms that we should put this on the November agenda, because the new Board member will take their office as of December 5th, 2014.

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 Libby asks that an agenda item be made for next month to choose the Chair and Vice-Chairman.

Director Kliewer would like an agenda item for next month to review the inventory. It is part of the five-year plan. It will be past the election, ISO, and other items that have taken priority.

Director Anderson states that he will review the quarterlies with Director Kliewer.

Director Miller states that he and Secretary Patania attended a seminar at the Yreka Fire Department on October 4th regarding Board business. It was informative. They were impressed with the way the District functions. Of note; many fire departments are not evaluating their Chiefs prior to receiving raises.

Secretary Patania states that the annual audit is being conducted. Steve Dragaset came on the 25th of September, and we should have the report by next month.

15. Adjournment 11:45 p.m.

Respectfully Submitted,

Secretary Patania