

MOUNT SHASTA FIRE PROTECTION DISTRICT

REGULAR BOARD MEETING AGENDA

WEDNESDAY, OCTOBER 11TH, 2017

10:00 A.M.

600 MICHELE DRIVE

CHAIRMAN ROBERT ASHWORTH

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JOHN ANDERSON

DIRECTOR JAMES BEEM

DIRECTOR CHAD MCCALL

CHIEF MATT MELO

CHIEF RICK JOYCE

BATTALION CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

ITEM:

REFER TO:

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

10:00 am

2. Roll Call

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

3. Approval of Minutes for the Regular Board Meeting of July 12, 2017, and Regular Board Meeting of September 13, 2017.

4-10

M/S/C (Anderson, Beem, 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 member of the public present.

5. Cash Report

11

As of 09/30/2017, the interfund cash balance is \$213,106.47.

6. Old Business and Board Directives from Previous Meetings

6a. Discussion and Possible Action regarding procedure for employee evaluations. – Director Ashworth

12

Director Ashworth recommends that Chief Joyce is part of the Secretary's evaluations. He also recommends filling out only one page that reflects the collective evaluation.

M/S/C (Anderson, Beem, 4-0) to adopt the proposed employee review form. Secretary Davis to write a resolution update Policy and Procedures regarding employee evaluations.

6b. CLOSED SESSION: Performance Evaluation of public employee Secretary Jennie Davis. This item is pursuant to the personnel exception found at Government Code Section 54957.—Board of Directors

Director Kliewer reports that Secretary Davis' review was positive.

6c. Disclosure of Action in Closed Session, if any.—Board of Directors

M/S/C (Anderson, Kliewer, 4-0) to approve a \$1 per hour raise, to be retroactively paid from July 1, 2017.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Accept and adopt the corrected 2017/2018 budget with Resolution #10112017. – Board of Directors 13-14

M/S/C (Beem, Anderson, 4-0)

7b. Update P&P- Station Coverage Strike Team Chapter III, Code 1-III-4. —Chief Joyce 15-16

Rumors regarding a possible audit by OES for 16/17 strike teams. All monies billed for personnel must be paid out for personnel costs. This will reduce our net deposits into the general fund by about \$15,000.00.

We need to review all 16/17 OES Strike teams, and retroactively pay personnel who covered the stations. We need to work with the Auditor's office to best determine how to do this.

M/S/C (Kliewer, Anderson, 4-0) to approve changes as presented.

8. Next regularly scheduled Board Meeting is for Wednesday, November 8th, 2017 at 10:00 a.m.

Director Anderson will be absent.

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

Chief Joyce reads the September report.

60 calls, with an average of 4 responders per call.

Training report:

Hose deployment, pump operations, and flowing master streams.

Information report:

Engine 4613 is being rented by Cal-Fire.

We are anticipating approximately \$98,000.00 in net deposits, after paying personnel, from 17/18 Strike team payments.

10. Donations

- **Mount Shasta Volunteer Firemen's Association**
 - **\$1,500.00 to help pay for our new copier**

M/S/C (Anderson, Beem, 4-0) to accept this donation.

11. Deposits

- 09/26/2017
 - \$98.06- US Bank rebate
 - \$1,921.61- EF Recovery
 - \$2,358.00- DMV
- 10/11/2017
 - \$1,500.00- MSVFA

12. Fund Transfers

17-18

Revenue recognition and allocation:

- \$1,500.00 to 728000
- \$99.00 to 728000
- \$1,922.00 to 611100

M/S/C (Anderson, Beem, 4-0)

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

M/S/C (Anderson, Beem, 4-0)

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

19-22

- Regular Payroll: 09/01-09/14/2017
 - \$165.07 wages
 - \$27.36 Federal taxes
- Regular Payroll: 09/15-09/28/2017
 - \$113.05 wages
 - \$18.74 Federal taxes

M/S/C (Kliewer, Anderson, 4-0)

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.

Director Anderson comments on our advertisement for volunteers.

Director Beem would like to put a new, double door on Station 2. Chief Joyce will get price quotes.

16. Adjournment

11:04 am

Submitted respectfully,

Secretary Davis

Approved:

Chairman Ashworth