

REGULAR BOARD MEETING AGENDA 10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR KLIEWER

DIRECTOR STOCK

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

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MONDAY, OCTOBER 12<sup>TH</sup>, 2015

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**ITEM:**

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

10:01 a.m. Chaplain Paul Leehman gives invocation.

**2. Roll Call.**

Directors Anderson, Miller, Kliewer and Beem present.

**3. Approval of Minutes for the Regular Board Meeting of August 10<sup>th</sup>, 2015 and Regular Board Meeting of September 14<sup>th</sup>, 2015.**

Director Kliewer motions to approve minutes from September 14<sup>th</sup>. Director Beem seconds. Motion passes, 4-0.

Director Beem motions to approve minutes from August 10<sup>th</sup>. Director Anderson seconds. Motion passes, 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.**

Director Anderson reads the Public Comment introduction and asks if there are any public comments. Mr. Bob Ashworth is present and asks about Director Stock. Director Anderson states that as Director Stock is no longer a resident of the District, she will be turning in her resignation this week. Mr. Ashworth asks how long the term is. Directors Miller and Anderson reply that the remainder of the term is 1 year, until November of 2016. Mr. Ashworth volunteers to serve on the Board. Director Anderson verifies that Mr. Ashworth lives in the District. Director Kliewer reminds Director Anderson that Mr. David Villarreal is interested in serving on the Board, as well.

Director Anderson reminds the Board that Director Miller will terminate his position on the Board at the end of his current term.

## **5. Cash Report**

As of 09/30/2015, the interfund cash balance is \$28,552.30.

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

### **6a. Discussion and Possible Action on updating current employee job descriptions with potential for additional annual performance report for employees of the MSFPD. —Director Beem**

Director Beem states that this item is a work in progress. Chief Joyce states that we currently have job descriptions for Chief, Assistant Chief, and Firefighter. They are working on making one for Captain. He will get an example from the City and we'll adapt it to fit the District. Director Anderson tables this item until the next meeting.

### **6b. Volunteer Fire Fighter Association Report. – Asst. Chief Duncan**

Director Anderson explains that during the last meeting, the Board described what happened to the Auxiliary and stated the Board decided they would like to have Asst. Chief Duncan present at the meetings to explain how the Volunteer Fire Fighter Association is performing, what its existing funds are, any future plans they may have, etc. Director Anderson asks if the Association is meeting once a month. Asst. Chief Duncan replies that they are required to meet twice a year. He states that if the Board would like to become more involved in the Volunteer Fire Fighter Association, they can pay the \$60 yearly association dues and attend the meetings. He states the Association is now a 501 (c)(3). The Association is using the City's pre-existing Association, but is now combined, and the bylaws have been revised to reflect the change. The Association is a separate entity from the Fire Department.

The Association plans on having the Fisherman's Dinner this year. They are working with Dunsmuir to plan a trap shoot and BBQ.

Director Anderson asks Asst. Chief Duncan to inform the Board when the Association meets, so they may join in. Chief Joyce states he can email the Board.

Director Miller asks Asst. Chief Duncan what the plans are for Station 2. Asst. Chief Duncan replies that they plan on painting the station and performing the regular maintenance it needs. He states the construction plans are on hold for now.

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

### **7a. Add Strike Team information to monthly newspaper article. – Director Anderson**

Director Anderson states that the newspaper article was started to keep the public informed, but he isn't aware of any public feedback. He would like to make the public aware of what the Fire Department does to help outside of the City and the District, while making it clear our stations are still fully staffed.

Chief Melo states that this information used to be reported weekly. Someone would come to the station, look through the incident log, verify details if needed, and add the information to the weekly report in the paper. Chief Melo volunteers to talk with Deborah at the paper to try to get this going again.

Director Kliewer states that anytime the District is assisting or training with other departments, he'd like to see it in the paper, as well, to let the community know that there is a coordinated effort among all of the departments. Chiefs Joyce and Melo state this information would be in the incident log as well. Call logs, strike team, and trainings can all be listed.

**8. Next regularly scheduled Board Meeting Monday, November 9<sup>th</sup>, 2015.**

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

Chief Joyce reads the Chief's Report for the month of September. (See attached.)

He reports that Asst. Chief Duncan was out on strike team in September, assisting with the Valley Fire for 2 weeks. He was Strike Team Leader, took Engine 4613, and 3 volunteers. He reports that one of the volunteers got poison oak really bad and spent some time in the ER.

Chief Joyce informs the Board that another north county Chief stated they think Assistant Chief Duncan is one of the best things to happen to the county for strike team leaders. Director Miller applauds Chief Duncan and tells him that it is a good reputation to have.

Asst. Chief Duncan reports the following from his time on the strike team:

The fires were burning actively at night. In Hayfork they were jumping all over the place. Started on the Barker (?) Fire and stayed until the end of that one. Everyone was working hard. It was really steep country. When they got down to the Valley Fire the day it started, there wasn't anyone available for the following shifts. They bed down for a few hours, and went back out Sunday morning. Problems with blurred vision, had a really big chunk of line where they were the only strike team the division had. Asst. Chief Duncan spread everyone out real thin, started prepping structures, picking up pieces of line where they could do something effectively. During that morning, the fire behavior in that section was fairly slow, low to moderate, still actively burning, but nothing too incredible. Then, about 1600 to 1730 hours, it actively increased, pushing them out of the spots they were in. Everyone was working really hard, worked almost 40 hours straight the first shift they were there. Local government quickly figured out they work while out on strike teams and are not sitting at base camp. Asst. Chief Duncan is always actively looking for work for everyone on his team. On the Barker Fire, the Branch (?) told him they weren't letting go of his team until their fire was done. On the Valley Fire, they were requested every day for Divisions and were bumped around a little bit. Started off in Division Alpha Bravo Charlie, it was all three in one. They worked in Division Night (?) for a few shifts, then Division Whiskey for the last shift.

Director Miller asked if they were bumped up to 36 hour shifts. Asst. Chief Duncan states that he wouldn't say they were bumped to it, but they asked him over the radio if it was his first 24 hour shift and he replied yes. They were trying to push them to a 48, but the problem was, that had they done that, they would have flipped shifts, and then there would not have been anybody available for the following day. Director Miller states he's seen a little bit of it, too, this year. He's seen a lot of fatigue, potential for mistakes; luckily, there have been no fatalities this year. Asst. Chief Duncan replied that he rests his team when he can, but if they can actively be saving structures while safely working, they are working.

Chief Melo comments that the city department has a 16 hour contract with the forest service. 24 hour shifts, with 16 hours on the equipment.

Director Anderson asks about equipment rental. Chief Joyce replies that Engine 4613 was out for a 30 day assignment with CalFire, and then another 5 days, at \$1000 per day. 1610 was out for 35 days. Chief Joyce mentions that for the first time since he's worked for the District, the District has had a good relationship with the Forest Service. The Forest Service have called us asking to cover their stations.

Director Miller asks if there is a clause with the Feds, stating that once a Firefighter has worked so many hours, time and a half kicks in. Chief Melo states that they are at time and a half all the time. Then he rephrases to qualify. Chiefs, Asst. Chiefs, or salaried, are portal to portal. But Battalion Chief to Firefighter is overtime portal to portal, for a 24 hour shift. Typically, they'd work 24, then be off 24. After 14 days, they can be extended another 7 days. After 21 days, they have to be given 48 hours off, but can be reassigned (to same incident or a new one). Chief Joyce states that if they're on a fire, they are free under 4 hours, but after 4 hours, they are paid from the time of dispatch.

#### **10. Mt Shasta Fire Protection District Newspaper article—Monthly Review**

Director Anderson states, "This will be the last time we do this", and asks if on an ongoing weekly basis if Matt (Chief Melo) will take care of this. Chief Joyce states that they will contact Deborah and see what she actually wants from us and go from there.

#### **11. Fund Transfers**

Secretary Davis states that the only fund transfers were depositing unanticipated revenues from EF Recovery into payroll to cover the unexpected payroll expenses.

#### **12. Payment of the Bills**

Director Kliewer motions to pay the bills. Director Beem seconds. Motion passes 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 Anderson reads the above paragraph.

Director Kliewer thanks Matt (Chief Melo) for attending the meeting and offering valuable input. He also thanks Johnathan (Asst. Chief Duncan) for his service this summer. Regarding the requests for him as strike team leader, he comments how exciting it is and thanks him for encouraging our employees to work, for developing a good reputation for our department. He also thanks him for attending the meeting today, as it is an important aspect of our entity to have him be a part of the meetings, and comments he is obviously in integral part of our entity on the ground. Director Anderson seconds that.

Director Anderson states to Mr. Ashworth that there is one other person who has expressed an interest in serving on the Board. The Board did a roundtable, discussion, and vote on this person previously when Michelle Stock was appointed. He has again volunteered to serve on the Board. Director Anderson asks Mr. Ashworth to introduce his background, interests, and what he thinks he can bring to the Board.

Mr. Ashworth states that he has driven water tenders for 15 years. He volunteered at this fire department when Clay (?) Davis was here. He retired from the Highway Patrol after 30 years of service in 2000. Stated he can write evaluations, is capable of doing all of the paperwork required of a Board member, served on a Grand Jury for 2 years, and was a foreman for 1. Director Anderson asks if any member of the Board has any questions for Mr. Ashworth and receives no reply. He states that the Secretary will have to verify his eligibility with the County Clerk's office and will need a copy of his driver's license. He thanks Mr. Ashworth for his input.

#### **14. Adjournment**

10:52 a.m.