

# MOUNT SHASTA FIRE PROTECTION DISTRICT

## REGULAR BOARD Minutes

WEDNESDAY, October 20, 2021

10:00 A.M.

600 MICHELE DRIVE

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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

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### ITEM:

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**  
10:00 am Bob Ashworth led the flag salute. Richard Kliewer gave the invocation.
- 2. Roll Call**  
Ashworth, Miller, Hamilton, Kliewer, Joyce – present      Melo, Duncan - absent
- 3. Approval of Minutes for the Regular Board Meeting of September 15, 2021**  
M/S/C (Hamilton/Miller 4-0) to approve September 15, 2021 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 September 2021**  
\$608,555.23 as of 9/30/21
- 6. Old Business and Board Directives from Previous Meetings**  
None

**7. New Board Business and Possible Action**

**7a. Set date and agree on Employee Evaluation Form for Chief.**

Weaver will look up Chief's last review for reference and to provide the Board with a form for the review. Board will discuss at November Board Meeting.

Review to be presented annually, every January.

**8. Next regularly scheduled Board Meeting is for Wednesday, November 17, 2021 at 10:00 a.m.**

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

81 calls 4:30 average response time average of 4 responders /call

Two trainings in September: patient assessment and flu fires

RK asked Chief to tally the time we spent servicing the Flood District area the County pays us to cover. Chief agreed.

BA asked if any of the strike team volunteers had asked about getting paid. How much do we have coming from State and Feds on fires not yet invoiced? Chief said he will check into those volunteers needing to be paid. We have at least \$85,000 coming from the Dixie Fire. If there are volunteers needing payment for their time on the strike team, the Board authorizes the Chief to have Weaver prepare a payroll advance on the outstanding Dixie Fire invoices.

**10. Donations**

None

**11. Deposits**

- \$ 56,347.32 Strike Team Revenue (Federal) Lava Fire E-10030
- \$ 32,852.73 Strike Team Revenue (Federal) Lava Fire WT-4630
- \$ 9,649.92 Strike Team Revenue (State) Lava Fire
- \$ 13,853.01 Current Unsecured Taxes – pmt from the County for Q3/2021
- \$ 100.00 Payment by LSMWC for use of our station for their annual meeting

BA asked about Baker restitution this month. Weaver replied, we have not gotten any to date for October.

**12. Payment of Bills – a detailed list containing all payees and payment amounts and invoice copies will be provided during the meeting.**

M/S/C (Hamilton/Miller 4-0) to approve payment of all payables listed.

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

- **Regular Payroll: 8.13.21 – 8.26.21**
  - \$ 160.07 wages
  - \$ 26.52 Federal taxes

- **Regular Payroll: 8.27.21 – 9.09.21 (no wages for this period)**
  - \$ wages
  - \$ Federal taxes
- **Regular Payroll: Retroactive Pay-Raise 7/1/21 – 8/12/21**
  - \$ 289.75 wages
  - \$ 48.00 Federal taxes
- **Regular Payroll: 9/10/21 – 9/23/21**
  - \$ 412.50 wages
  - \$ 68.21 Federal taxes
- **Regular Payroll: 9/24/21 – 10/7/21 (no wages for this period)**
  - \$ wages
  - \$ Federal taxes
- **Strike Team Payroll: Bradley Fire (Federal) 7/11/21 – 7/12/21**
  - \$ 4,139.72 wages
  - \$ 898.10 Federal taxes
  - \$ 21.73 State taxes

M/S/C (Miller/Hamilton 4-0) to ratify payroll claims as presented

**14. 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

**15. Adjournment**

M/S/C (Miller/Hamilton 4-0) to adjourn at 10:37a.m.

Respectfully submitted,

Chris Weaver, Secretary

Approved by,

Bob Ashworth, Board Chairman