

MOUNT SHASTA FIRE PROTECTION DISTRICT
600 MICHELE DRIVE

STATION 1
REGULAR BOARD MEETING MINUTES
10:00 A.M.

CHAIRMAN JACK MILLER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

MONDAY, NOVEMBER 10TH 2014

ITEM

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

10:01 a.m. Chaplain Jim Crabtree was invited for invocation, but not present.

2. **Roll Call.**

Director Libby, Kliewer, Hoyt, Anderson, and Miller present.

3. **Approval of Minutes for the Regular Board Meeting of October 13th, 2014.**

Anderson motions to approve and Hoyt seconds the motion. Secretary Patania notes the change Director Miller asked for. Motion carries 5-0.

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.**

Rebecca Moore, attorney-at-law is present to discuss core fire code compliance. She left Chief Joyce a message last week on Wednesday and has not received a call. She is wondering what if any action has been taken regarding the Garcia Day.

Chief Joyce states that he has heard from Anthony, and they are in the process of moving everything downstairs. The sprinkler system is \$40,000.

Ms. Moore states that they have not moved everything downstairs since her clients were at the home last week, and parents are still taking their kids upstairs. They have had a month.

Chief Joyce states that they were going to be moving it downstairs, because the sprinkler system was too expensive, and that he will follow up with them. Social Services will also be coming out to re-inspect since the daycare will be in a different location. He will definitely get in contact with them.

Ms. Moore states that as of last Thursday and Friday this had not been done. They have not followed the building code on the stair-case. She confirms that they will be moving it to the downstairs. She has the right under the lawsuit to do their own inspection. She is trying to time it correctly. She also states that they have had 30 days, and it seems reasonable that they could have done it in that time, but she thanks the District for their efforts and trusts the system will do its job eventually.

Chief Joyce states that two weeks ago he was told that they would be moving it downstairs.

Ms. Moore states that she will be following up.

5. Cash Report

\$37,023.25 total Inter-fund Cash as of 10/31/2014

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 Libby states that there are many things that we have accomplished since the last five year plan, and we have added some items to it. The last copy was from 2011. He and Chief Joyce met to review this, and they have put check marks on the items that have been accomplished. The copy of the draft is in the agenda packet. He asks for the Board to review it, and then to bring it back next month for approval. He encourages the Board to offer suggestions that they would like to see.

Director Miller refers to page 7 on the new draft. He refers to item e—in reference to Board Directors receiving mandated training. He wonders who is monitoring this.

Director Libby states that we have done this through the online training at Golden State Risk Management.

Director Miller also asks about Station #1 expansion, and why Station #2 has been left out.

Director Libby states that we will add Station #2 back on, and that we are looking to do fundraising with a hunt. Mark Marshall at Golden State is the person he needs to contact to find out more. He has the detailed plans for Station #2, and the next step is to sit down with a contractor and price it out. He has given the plans to one contractor, but because it is not a “shovel-ready” job, he does not seem interested.

Director Miller then asks if they have to go by the prevailing rate.

Director Libby states that if the auxiliary takes on the project of remodeling St#2, we will not have to do a prevailing wage. If the District were to take on the project, then they would have to.

John Anderson suggests Richard Hessler. He states that he will contact him, and have him contact Director Libby.

Director Miller asks about the ISO rating, and whether we need to appoint an advisory committee.

Chief Joyce states that we will not hear back for about 4-6 months, and he suggests that we wait to appoint a committee until then.

Director Kliewer asks if Chief Joyce is going to discuss the ISO process during his Chief's Report. He also wanted to speak to the five-year plan, and states that we will be reviewing the inventory this month and next and this will possibly remind us of something we need to update in the five-year plan.

Chief Joyce states that he can mention it during the report.

Director Libby states that the five-year plan is like our Bylaws. Even if it is approved at the next meeting, we can still add items to it.

Secretary Patania asks, through the chair, if we need to put a dollar amount, and whether we need to put the fiscal year the item was completed.

Director Libby states that no, we do not need to put a dollar range, and yes, we should put the fiscal year down that those items were completed.

Director Miller wants to know about the water tender, and where we would house it.

Chief Joyce states that the first order of business is to replace the Type III engine.

Director Libby states that the five-year plan is just a goal.

Director Miller states that Castella, Hammond Ranch, and the District have a water tender, and that a water tender at the north end of the District would be a godsend.

Director Libby states that the tender they would look at would be smaller.

Chief Joyce states that he would get a Type II or Type III. It would hold around 1500 gallons.

Director Libby states that one of ISO's requirements is to have a place to house your equipment.

Director Kliewer moves back to 5e regarding completing mandated training of Ethics and Harassment training every two years.

Director Libby asks that we put this in the five-year plan so that we know what training they need to have.

Director Miller asks the Secretary about when she receives notices for training.

Secretary Patania states that she receives updates from Golden State Risk Management, and that much of the training can be done online through their Target Solutions program. She will be checking on when the Board members had their last training and letting them know when they need to complete it by.

Director Miller thanks Secretary Patania for this.

Director Libby asks if Secretary Patania took down all the changes, and if they need to meet to review it to let him know.

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

Director Libby states that he went through Anderson Fire District originally. Originally he had a different accrual amount, because he was basing it on 24 hour shifts, and this is based on an 80 hour pay period. He asks the Board to review it, or they can approve it if they think it works.

Director Miller likes that he has added the idea of Kin-Care.

Director Libby states that it was in the document previously, it is just a different font.

Secretary Patania asks, through the chair, if Director Libby received her email about her discussion with Marina at Aiello, Goodrich, and Teuscher. She mentioned that a caveat is that when you have a PTO policy it lumps the vacation and sick time together, and that when a person quits or is terminated, you have to pay out whatever they have accrued because it is considered wages earned. She can send this policy to County Counsel for review as well.

Director Libby states that we should write something up in regard to this, and add it in. He will get page three to Secretary Patania.

Director Kliewer asks if it makes a difference if an employee is terminated.

Secretary Patania states that it is considered wages earned, so it has to be paid. If the Board chose to break the PTO policy into two different categories—vacation time would be considered wages earned, where sick time would not. Because it is a PTO policy it is lumped together and is considered wages earned. Another thing the Board has to determine is whether they will pay out the PTO at the end of the year if it is unused or not.

Director Libby suggests that we put a cap on what they accumulate, and that we want to make sure that they take their time off, and if we ever get hourly employees this will be even more important. Do we want to put a cap on the time at 300 hours, and then they can cash out a portion of it?

Director Anderson states that he thinks the proper way is to have a cap.

Director Libby states that they either have to cash it out, or lose it, which would put a burden on the budget. We need to keep on our employees as Board members to take their time off, and it is up to them to report to the Secretary when they take their time off.

Director Anderson states that typically it is a take it or lose it, because it could cause unnecessary financial burden on the budget.

Director Miller asks if we know what policies other special districts use, or what the county uses.

Director Libby states that this policy was written years ago when Chief Mauck was on, but it was never approved. Clyde Davis and Charlie Mauck were paid chiefs. We researched this back then.

Director Miller wants to clarify that Director Libby has gone to a corporation to find this policy, and he is curious if there is a difference since we are a governmental policy.

Director Libby states that he went with Anderson and Shasta Lake Fire District when he was researching. He thought it was passed until it was brought to his attention when it was not. If we enact a policy of “use it or lose it”, what cap will we put on this?

Director Kliewer is curious if we need to meet with Rick or Johnathan about this.

Director Libby states that he did meet with Chief Joyce, and that he felt that paying out at the year-end would put a strain on the budget.

Secretary Patania comments that it is not necessary, just something the Board has to decide how they want to handle.

Director Libby states that if a person was terminated, regardless of the reason, we would still have to pay the PTO that they have accumulated. For instance, if they left at the end of June and still had a week of PTO, it would have to be paid out. The only option we have is to decide if they will be able to cash out at the end of the year or not. We can say that they use it or lose it annually.

Director Anderson states that it would be easier to be annual rather than fiscal.

Director Miller asks how would be best from a payroll standpoint.

Secretary Patania states that since she would have to report it on W2s, it would be best annually.

Director Libby asks if it would be best to make changes as they must take it or lose it annually from January 1st-December 31st.

Director Kliewer motions to accept the policy as written with an additional “use it or lose it” addendum, with the effective date as being Jan 1st through December 31st on an annual basis. Director Hoyt seconds the motion, and the motion carries 5-0. It is asked that the Secretary sends it up to County Counsel for review.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Discussion and Possible Action on appointing Chairman and Vice-Chairman for 2015.—Chairman Miller

Chairman Miller states that the ballot that is being passed out is for Chairman. These are turned into the Secretary for review. The same procedure is followed for Vice-Chairman.

John Anderson is voted for 3/2 as the Board Chairman starting December 2014. He thanks the Board and accepts the position.

Jack Miller is voted for 3/2 as the Board Vice-Chairman. He thanks the Board and accepts the position.

7b. Report on Inventory—Director Kliewer/Chief Joyce

Director Kliewer introduces the topic and states that the inventory has an impact on our budget and our five-year plan. He directs the Board to the spreadsheet in the agenda

packet. He wanted to bring this in because we need to have a working relationship with the Chief, and know when certain items are going to time out, and when we need to replace them. This should be reviewed annually. We are starting with the higher budget items. We will look at the smaller items next month. The Chief and Secretary will organize them to best keep track of them. He shows that it details the purchase price and depreciation and asks for any questions.

Director Anderson asks what percentage they are using for depreciation.

Secretary Patania states that she had Logan Castle at Aiello, Goodrich, and Teuscher help her with this spreadsheet and she recommended using 10%

Director Anderson confirms that the Generac is not depreciated at a full 10% because it was purchased mid-year.

Secretary Patania states that this is correct.

Director Kliewer asks the Chief to tell the Board what equipment he anticipates needing in the next five years. He knows that they will need a new wild-lands vehicle.

Chief Joyce states that they are looking to sell 4613.

Director Anderson asks what determines whether it is wild-lands equipment.

Chief Joyce comments that it has to do with Typing. It has to do with pump gpm, ladder complement, hold at least 750 gallons of water, and so many ladders. The only thing that needs to be replaced from this list is the PPV fans.

Director Kliewer comments that anything on this list below \$2000 drops off of this list.

Chief Joyce details that this list is based on what our purchase price was above a certain amount.

Secretary Patania adds that the Board set the fixed asset threshold at \$2500. Anything on this list was purchased at a price at or above that amount that is depreciated.

Director Anderson asks if this is for tax purposes.

Secretary Patania states that this is something the Auditor's office requests as a reference.

Director Miller asks about the port-a-tank.

Chief Joyce states that they have a brand new one at Station #2 and they have one that is going to be brand new because they have a replacement liner for it, and it did not cost over \$2500. Everything on this list that is grayed out on the list are being donated to COS. They are the hydraulic tools and he will be filling out a donation form to do so at the college. We are getting new hydraulic tools.

Director Miller asks about turnouts.

Director Anderson asks about how he decides what to keep.

Chief Joyce states that they will keep turnouts that are in good use. We will be getting new ones through the FEMA grant. The grant stipulates that we have to donate the ones we currently have. We also have a grant for county-wide extrication tools. We will be donating the Genesis Hydraulic tools to the College. He has a form that he has to fill out to donate these. We are keeping the International that has the hydrostatic pump on it, and getting rid of the other one.

Director Kliewer states that next time we will look at the total inventory. It does become a budgetary need even if it is less than \$2500, because it does add up.

Chief Joyce states that when he does the breakdown of inventory, he will try to break them down into categories.

Director Kliewer states that this is an important process for budgeting, especially with regard to the five-year plan.

Director Miller states that the first out is an engine over 25 years old. He thinks that 4610 is almost to that point.

Chief Joyce states that they will be getting new equipment prior to this date. They hope to have first out for a wild-land engine.

Director Miller states that we want to be able to rent out our engine to Cal Fire like we did this summer, so it is good to keep the equipment updated.

Director Kliewer suggests that we bring this to the Board on an annual basis, and he thinks that this is excellent, because it reminds us of the whole process.

7c. Discussion and Possible Action on reviewing and updating our cost recovery program with Resolution #11102014-A—Chief Joyce

Chief Joyce explains that we have been doing this for some time, but need to update the program to include billing to non-emergency calls that border on abuse of the 911 system. A letter has also been prepared to send to citizens that this pertains to.

Director Kliewer motions to approve the resolution, and Director Hoyt seconds the motion. A roll call vote is performed by the Secretary, and the motion carries 5-0 with full Board participation.

8. Next regularly scheduled Board Meeting is December 8th, 2014.

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

Chief Joyce reads from his report.

Director Libby asks if we are thinking ahead and using the resources wisely. He is concerned about it being a burden if all resources are committed to one incident.

Chief Joyce states that they are working this out, and do not commit all their resources to the incident in case of another call.

Director Miller asks if they ask the City to do station coverage when they are responding to multiple incidents.

Chief Joyce states that he knows what and who is responding from the dispatch. We do get multiple calls at the same time, and the coverage is going really well with the City.

Director Anderson confirms that these are all the calls refer to "Mt Shasta Fire".

Chief Joyce states that if it is a problem, the cost burden will fall to the City because they have additional miles to drive since they normally cover 4 square miles and we have 57.

Chief Joyce also reads from the Training Information which was provided by Assistant Chief Duncan. They did LARRO training at "the Landing." Corey Burns and Dave Thompson are the training firefighters from the City of MS and Dunsmuir, and they are coordinating with Duncan to train together. They are trying to convince the City to have He refers to the live burn and got 18 burnings out of it. They even had someone from Alturas show up. It is the best type of training that you can get. It is more realistic than a propane burn, and helps them to see fire behavior.

AAR (After Action Review) was also attended on the 29th of October for review of the Boles Fire. It included several departments of law enforcement, fire, and school districts. They reviewed what went well, and what they could do better. Law Enforcement does not have radio frequencies, so it is chaos when trying to communicate. They talked about trying to do better at this, since they do have a few channels they can communicate on. He also comments that he is going to meet with the

school districts, and he found out with the Boles fire that they deviated from their plan because they only have a plan for structure fire, not a vegetation fire. They would have liked them to all meet up in the gym. Luckily the teachers had them walk to the high school immediately, but they could have been in the line of the fire. They would like to have two plans, one for structure and one for vegetation so that they can protect them, without having them walk in the head of the fire. It could have been really bad. The high school staged on the football field. The elementary gym is all brick with a metal roof, so they would have been ok staging there. The firefighters were going in and out of classrooms trying to find kids, because they had not let anyone know where they had gone.

He also highlights the ISO process. The person who came liked the mapping program with hydrants and water sources, with GPS location. He sent him the files with layers of the map. It was an easy process, and they are doing it every 4-5 years, and are here for a couple of hours. He mentioned back when they had to do pumping for ISO that we don't ever have to do it again if we maintain the level of equipment we have. If we were to get rid of the water tender and get a smaller one, we would have to do it again. We would not have to do it if we add another tender. Alternative water source is what we are qualified for. There were several things that were accomplished for the five-year plan; now we just need to update water sources and pre-plans every year. Mt Shasta City went from a 5 to a 3. We were lower than the City and they have hydrants. Director Kliewer is concerned that Hammond Ranch may not have a driver for the water tender. Is there any opportunity for us to access it in an emergency? He is concerned about a hole in the defenses.

Director Miller states that the Chief is able to drive the tender there as well as a couple of the sleepers if he himself is not available.

Director Kliewer thinks that we should look at this before next fire season.

Chief Joyce states that they also have the forest service available. Water tenders aren't used in the initial attack in a vegetation fire. They are used later on in the incident when they are mopping up.

Director Libby states in that event they will get air support, mutual aid, and other support within minutes. You can't control the winds and intensity of the fire.

Chief Joyce states that the initial spread was over within three hours.

Director Miller states that he is active with Driver Training and that Ken Rush helps with this. They take the copy to DMV, and then they are permanent drivers.

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

The MSFPD Association covered the cost of \$616.23 for poles and cement bumpers for the Station. They have to do the steel rods to secure them. They also bought hats for the department \$221.66. He makes a motion to accept the cost at \$837.89

Director Hoyt seconds the motion.

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

The Board reviews the article. Director Anderson comments that it is a good write up on the MOU. Director Kliewer suggests that the public meetings for the City are added to the article. Chief Joyce states that they have two a month. Director Libby states that they are at the Community Service building on Alder. Chief Joyce confirms that this is the article for both the City and District. The first sentence shows that we will eventually change the heading to “Mt Shasta Fire”.

Director Miller skips ahead to Board comments.

12. Fund Transfers

None.

13. Payment of the Bills

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

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 Miller introduces Deborah from the Mt Shasta Herald, and tells her that they have just voted in a new Chair and Vice Chair, and that Jim Beem is our newest Board director. Deborah asks Chief Joyce about getting together with Matt Melo to do an article about both departments working together.

Director Miller thanks Evelyn Hoyt for her hard work on the Board, and gives her a plaque. The entire Board thanks her.

Evelyn Hoyt thanks the Board for the plaque, and all of their support.

Deborah takes a picture for the paper.

--Director Miller goes back to item #12.--

John Anderson welcomes Jim Beem to the Board. He asks Chief Joyce about the portable generator and lights.

Chief Joyce states that it runs fine. Jay the Mechanic from the City fixed it over the summer. We probably spent under \$400.

Director Libby notes that there was a Safety Meeting last week, and Secretary Patania passes out the minutes from the Safety Committee which is made up of himself, Assistant Chief Duncan, and Secretary Patania. They are reviewing the Loss Exposure Experience Plan (LEEP), and discussing AB2298 and looking at individual firefighters personal vehicles because we could be liable if they had an accident. The quote from an

outside mechanic is \$300, Rick Dexter from mobile repair. The state legislature has passed this. This helps us with the LPIP program and working towards gaining our 10% off of the entire bill.

Director Miller asks when evaluations are happening.

Secretary Patania states that hers is in January, Rick's is in February, and Johnathan's is in March. Any changes to pay would be effective immediately for part-time employees and at the end of the fiscal year for full-time employees.

Director Miller states that we can appoint advisory committees that are short-term, which are exempt from being open to the public. He suggests that an executive advisory committee be formed between the Chair and Vice-Chair to discuss items of concern. We can place this on an agenda.

Evelyn Hoyt thanks everyone again, and states that this last term has been much better than her previous term.

Director Miller asks if we are in contact with our attorney.

Secretary Patania states that she has sent our previous minutes to Bob Hunt, but has not heard anything back from him.

15. Adjournment 12:34 p.m.

**Respectfully Submitted,
Secretary Patania**