

REGULAR BOARD MEETING AGENDA 10:00 A.M.

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY JENNIE DAVIS

MONDAY, NOVEMBER 9TH, 2015

ITEM:

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

10:00 a.m.

2. Roll Call.

Directors Anderson, Miller, Kliewer, and Beem present.

3. Approval of Minutes for the Regular Board Meeting of October 12th, 2015.

Director Miller motions to approve minutes from October 12th. Director Beem 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.

5. Cash Report

As of October 31st, the interfund cash balance is \$47,320.69. Director Anderson comments that last month the balance was \$38,000. He asks if the difference was from strike team payments. Secretary Davis states there were 2 strike team payments, and a budget item in the amount of \$12,200 was deposited, as well. Chief Joyce and Secretary Davis clarify that the budget item was from the unsecured current allotment. Director Anderson informs the Board that the remaining amount due from strike teams is around \$50,000, net. He commends, and thanks, Chief Joyce for his work on the budgeting and cutting departmental expenses.

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 he is still waiting on the job description for Captain. Chief Joyce states that the Board could approve the 3 that are finished, and bring this item back when the Captain's description is finished. Director Beem states he would rather have all of them finished and approved together. He also states he is waiting to receive electronic copies of the job descriptions. Chief Joyce replies that he thought he'd emailed them. Director Beem did not receive, so Chief Joyce will resend them. Director Anderson tables this item until the December meeting.

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

Asst. Chief Duncan states there is nothing to report. Director Anderson asks if the funds are the same and Asst. Chief Duncan replies that they are. Director Anderson asks if the only planned event is the Fisherman's Dinner. Asst. Chief Duncan says yes. Chief Joyce asks Asst. Chief Duncan if there is going to be an Association meeting. Asst. Chief Duncan states that they are planning a meeting for this coming Wednesday, at 5:30 pm, at the City Station. Chief Joyce invites the Board to become members of the Association, an annual fee of \$60, and attend the meeting. He says the Association plans on discussing the upcoming Christmas events, such as Santa's Sleigh and the tree lighting.

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

No new Board business.

8. Next regularly scheduled Board Meeting Monday, December 14th, 2015.

Director Anderson states that originally it had been planned to appoint a new Board member, via ballot between Mr. Ashworth and Mr. Villareal, at this meeting, but due to the Notice of Board Vacancy posting issues, it has been delayed. The notice was to be posted in three locations, and was posted at MSFPD Stations 1&2 and at the City. But all 3 postings were to be in the District for 15 days before the appointment could be made. So the notice was posted at the resort and the 15 day waiting period restarted, and now has to be posted until after the 12th. The Board has until December 19th to make the appointment. Director Anderson states he would like to postpone the vote until the next Board meeting and asks if all of the Board members will be in attendance. If there will not be a quorum, a special meeting will need to be held.

Director Miller asks if the time of the Board meetings is usually listed on the agenda item and asks if the December meeting will be held at the normal time. Director Anderson states that it will. He asks Secretary Davis to continue to send out the notification via Outlook email, that allows the recipient to accept the calendar appointment and provides an attendance report. Secretary Davis states that Director Anderson is typically the only person to respond to the email, but she will continue to send it out. Director Anderson asks the Board members if they are aware of what he was talking about. He

explains that an email is sent out stating the time and date for the meeting; there are the following attendance options to choose from: Accept, decline, I'm not certain; the Secretary is notified of your response; you may choose to have the event added to your calendar. Chief Joyce states this is a feature of Outlook and if you don't have Outlook you can't utilize the feature. Directors Miller and Kliewer state they don't currently have Outlook. Secretary Davis states that she group texts all Board members, (except Director Miller), for other Board business, and is happy to do the same for meeting attendance. Director Anderson asks if everyone plans on attending the December meeting. Director Kliewer replies as far as he knows; Directors Beem and Miller state as of today.

Director Kliewer states that as the Board meeting agenda is posted in the community, it is important that the time of the meeting is listed. Secretary Davis states that is listed in the Agenda header, and asks if they think it would be clearer if it was posted in Item 8, as well. They all reply yes.

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

Chief Joyce reads the Chief's Report for the month of October (see attached).

He reports that he attended a training conference in Reno. He took an "Art of Reading Smoke" class, dealing with basic structure fires, and how to read the smoke to determine what the fire behavior is inside, where the fire is located, etc. He took an "Alternative Fuel Vehicle" class. He learned of the different vehicles out there and how to determine if they are an alternative fuel vehicle.

MSFPD had several multi agency trainings with Dunsmuir. They worked on low angle rope rescue training and ground ladders. He states that the 3 departments are still doing quite a bit of training together. Director Kliewer verifies that the 3 departments are MS District, MS City, and Dunsmuir. He asks if there has been any significant response from McCloud, Hammond Ranch or Weed to participate in these trainings. Chief Joyce replies that both Weed and Lake Shastina departments have both inquired, and they are working on getting some training put together. He states he is not quite sure what is happening with the Hammond Ranch department, as far as how many volunteers they have to do a training with. Director Kliewer is concerned if there will be anyone to respond and if that will put additional stress on surrounding departments and asks Chief Joyce to look into this and report next month. Chief Joyce informs Director Kliewer that the District has an Auto Aid agreement with Hammond Ranch and would respond in the event of a fire anyway.

Asst. Chief Duncan and Fire fighter Cory Burns both attended the first week of a 4 week Hazmat Tech class. It consists of 4 classes; each class is one (5 day) week. The cost of the class is being covered by a grant from the County. Each week class is approximately \$600-\$700, and the grant is covering 12 individuals in the County. The purpose of these classes is to try to get a Hazmat team in Siskiyou County, as currently there is no local Hazmat team. The closest is from Redding. It takes approximately an hour or so to assemble the team, then the hour and a half drive time, so it would be nice to have a local team to respond.

Director Anderson states that this is the type of information he would like to see in Agenda Item 10. Director Kliewer asks Asst. Chief Duncan if any major equipment repairs are anticipated, as this can effect budget planning. Asst. Chief Duncan responds that it is hard to anticipate major repairs. At this time, they plan on replacing the tires in all of the squad trucks today, and the water tenders this winter. Director Kliewer asks if there is a service log on the computer. Chief Joyce replies that there is not an electronic log, but all of the service information is in the vehicle files.

Director Beem asks about water tender tank cover. Asst. Chief Duncan states that they have all of the supplies, and it will be a winter time project. They will likely build it out of aluminum, as the diamond plate is too flimsy to look good.

Chief Joyce reports that Engine 4610 is winterized, and out of service. Director Anderson states that he and Chief Joyce talked about purchasing a Type 2 water tender that could be rented out for strike teams, and the current water tender would remain in county. He feels this is more important than replacing 4610 with a type 3 engine. Chief Joyce agrees. Asst. Chief Duncan comments that the next water tender will need to be an automatic. Director Anderson asks if this is due to licensing. Asst. Chief Duncan states the District doesn't have anyone with a manual endorsement.

10. Mt Shasta Fire Protection District Newspaper article report —Chief Joyce

Chief Joyce states that Chief Melo called Deborah at the paper after last month's Board meeting, but was unable to reach her before he went on vacation. He will follow up with her when he returns. Director Anderson tables this item until the next Board meeting.

11. Fund Transfers

Secretary Davis states that there were two fund transfers in October, transferring unanticipated revenues into salaries and wages to cover payroll from the unanticipated revenues.

12. Payment of the Bills

Director Kliewer motions to pay the November bills. Director Beem seconds. Motion passes, 4-0.

Director Miller asked about late charges from Pacific Power for Stations 1 & 2. Secretary Davis states that by the time the Board approves the payment of bills, the warrant request is sent up to the county, the warrants are received by us 3 days later, and we mail them out, Pacific Power doesn't receive the check before the next statement is sent out. Our account is always current, and no late fees are being assessed.

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 Kliewer asks about a pick up needing a new rear bumper. Chief Joyce states that this is being reimbursed by the incident that the driver was on. Asst. Chief Duncan states this happened while he was on the Valley Fire, when he was evacuating houses and couldn't see well.

14. Adjournment

10:39 am