

**MOUNT SHASTA FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING AGENDA**

WEDNESDAY, NOVEMBER 14TH, 2018

10:00 A.M.

600 MICHELE DRIVE

CHAIRMAN ROBERT ASHWORTH

VICE-CHAIRMAN RICHARD KLIEWER

DIRECTOR JAMES BEEM

DIRECTOR CHAD MCCALL

DIRECTOR JACK MILLER

CHIEF MATT MELO

CHIEF RICK JOYCE

BATTALION CHIEF JOHNATHAN DUNCAN

SECRETARY CHRIS WEAVER

ITEM:

REFER TO:

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

10:00am

2. Roll Call

Directors Ashworth, Beem, and Kliewer present. Directors McCall and Miller absent.

3. Approval of Minutes for the Regular Board Meeting of October 10th, 2018

M/S/C (Beem/Ashworth, 2-1-0)

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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 public comment

5. Cash Report

As of 10/31/18, the interfund cash balance is \$348,597.73

6-8

6. Old Business and Board Directives from Previous Meetings

None

7. NEW BOARD BUSINESS AND POSSIBLE ACTION

7a. Swear in new secretary – Board of Directors

The Board administered the oath of office to Christine A. Weaver, the new secretary.

7b. Letter dated October 16, 2018 from County Auditor – Chairman Ashworth

The Board reviewed and discussed this letter from Jennie Ebejer regarding paying strike teams prior to receiving the revenue from the State or Federal governments for the strike team work. Concern was expressed that the letter misrepresented some of the facts and the Board's intent. To remedy this, it was determined a reply should be sent by the Board to clarify several items: 1) we will not use ad valorem revenue or special assessment revenue to pay strike teams 2) we are proposing to budget a portion of net revenues earned from previous strike teams in order to pay our strike teams in a timely manner as soon as invoices are received for completed strike team assignments so our teams don't have to wait months to get paid for their completed work 3) we will deposit the checks received from the State or Federal government for completed strike team assignments into this special account set up with the Auditor immediately upon receipt. A motion was made to have the secretary draft a letter of clarification to this effect immediately for Board approval. Final, approved letter to be sent immediately to J. Ebejer and those cc'd in her letter of October 16, 2018. M/S/C (Kliwer/Beem 3-0)

8. Next regularly scheduled Board Meeting is for Wednesday, December 12th, 2018 at 10:00 a.m.**9. Chief's Report and MSFPD Information Report to the Board. —Chief Joyce**

Chief Joyce read the October report.

86 calls, with an average of 4 responders per call

Training report: Medical training consisting of patient assessments and taking vitals; ladder training; continued training on donning SCBA packs

Information report: Engine 4613 is covering CalFire stations in the County.

Contract with the City of Mount Shasta to be amended from \$150,000 to \$190,00.

10. Donations

None

11. Deposits

- **\$3,196.60** **Cougar Fire (Federal)**
- **\$12,794.41** **Lane Fire (State)**

12. Fund Transfers

To be ratified today:

Account transfers:

- Cougar Fire
 - \$1,210 to 6111000 Salaries and Wages
 - \$1,987 to 728000 Special Departmental Expenses
- Lane Fire
 - \$7,890 to 611000 Salaries and Wages
 - \$4,905 to 728000 Special Departmental Expenses

M/S/C (Kliwer, Beem 3-0)

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

M/S/C (Beem/Kliewer, 3-0)

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

10-16

- **Regular Payroll: 09.28-10.11.18**
 - \$305.91 wages
 - \$50.68 Federal taxes
- **Stipend Payroll: 07.01-09.30.18**
 - \$958.14 wages
 - \$158.72 Federal taxes
 - \$239.30 State taxes
- **Regular Payroll: 10.12-10.25.18**
 - \$313.61 wages
 - \$51.94 Federal taxes
- **CA UI and Employment Tax: 07.01-09.30.18**
 - \$239.30
- **Regular Payroll: 10.26-11.08.18**
 - \$551.40 wages
 - \$91.36 Federal taxes

M/S/C (Kliewer/Beem, 3-0)

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 Kliewer asks about progress on Station 2 upgrades. There is money available to paint Station #2. Board asks Chief Joyce to arrange to get it painted. The other upgrades are on hold.

Director Ashworth reminds the Board there will be a Board vacancy to fill as of 12.07.18 if Director Beem does not wish to continue as a Board member. Director Beem indicates he will be absent too much in the coming year to be a responsible Board member and declines to continue on the Board.

Director Ashworth reminds the Board they will have to vote for new Board Chairman and Vice-Chairman at the December Board meeting. This item will be placed on the December agenda.

16. Adjournment

11:03 am

M/S/C (Beem/Kliewer 3-0)

Submitted respectfully,

Secretary Weaver

Approved:

Chairman Ashworth