

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

**WEDNESDAY, NOVEMBER 20, 2019**

**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, and Flag Salute**

10:02 am Invocation and flag salute by Andy Grossman

**2. Roll Call**

Ashworth, Hamilton, Kliewer and Joyce – present Miller, Melo and Duncan - absent

**3. Approval of Minutes for the Regular Board Meeting of October 16, 2019**

M/S/C (Hamilton/Kliewer 3-0) to approve October 16, 2019 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 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.**

None

**5. Cash Report for October 2019**

\$381,395.51

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

**6a. Progress report on 5-year plan for District/City**

On-going work with the City on the plan. Continue to next Board meeting

**6b. Follow-up from Chief Joyce regarding sale of 4601**

Sold to Lake Shastina Fire Dept. for \$16,000

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

**7a.** Weaver presented audited financial statements from AGT for fiscal 2017 and 2018 for Board approval. Board will review and vote on approval at next month’s Board meeting. Board requested Weaver find out what period our next contract with AGT covers, when we sign the contract and the amount of the new contract.

**8. Next regularly scheduled Board Meeting is for Wednesday, December 18, 2019 at 10:00 a.m.**

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

85 calls      4:00 minutes average response time      Average responders/call were 5  
Two rope rescue trainings. Live fire training in the burn tower. Auto extrication training.

In follow-up to Kliewer’s question last month about our activity at the campgrounds, Chief reported that between 01/01/19 and 10/16/19 we had responded to 20 calls. Board decided \$500 annually from the County was sufficient to cover our expenses on those calls. Chief will check into who inspects the campgrounds for fire safety. Weaver will inquire into the verbal agreement with Kobseff as to the continuation of that agreement for coverage of the campgrounds.

**10. Donations**

None

**11. Deposits**

- \$ 1,501.50 Butte Fire (State)
- \$ 35.00 Baker restitution

**12. Fund Transfers**

- \$ 26,367.00 Transfer from Contingency (#800000) to Salaries and Wages (#611000) to cover Strike Team payrolls
- \$ 1,502.00 To allocate revenue from Butte Fire strike team to State Other Revenues (#540800) to Salaries and Wages (#611100) and Special Departmental Expenses (#728000)

M/S/C (Kliewer/Hamilton 3-0) to approve fund transfers

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

M/S/C ( Kliewer/Hamilton 3-0) to approve payment of bills presented

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

- **Regular Payroll: 10.11 – 10.24.19**
  - **\$198.55** wages
  - **32.90** Federal taxes
  
- **Regular Payroll: 10.25 – 11.07.19**
  - **\$124.68** wages
  - **\$ 20.64** Federal taxes
  
- **Strike Team Payroll: 9.7 – 9.12.19 OES Swedes Fire (State)**
  - **\$4701.82** wages
  - **\$ 1158.54** Federal taxes
  - **\$ 81.91** State taxes
  
- **Strike Team Payroll: 9.7 – 9.07.19 OES Redbank Fire (State)**
  - **\$1744.55** wages
  - **\$ 365.10** Federal taxes
  - **\$ 8.90** State taxes
  
- **Strike Team Payroll: 9.5– 9.05.19 OES Early Fire (State)**
  - **\$ 865.56** wages
  - **\$ 167.88** Federal taxes
  
- **Strike Team Payroll: 10.30 – 10.31.19 Atkins Fire (State)**
  - **\$ 466.60** wages
  - **\$ 87.80** Federal taxes
  
- **Strike Team Payroll: 11.01 – 11.05.19 OES Station Coverage (State)**
  - **\$9615.24** wages
  - **\$1976.38** Federal taxes
  - **\$ 41.07** State taxes
  
- **IGC for services provided by General County Fire to MSFPD 07.01 – 9.30.19**
  - **\$550.00**

M/S/C (Hamilton/Kliewer 3-0) to ratify all payroll claims and IGC warrant as presented

**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.**

Kliewer presented a Press Release for COS notice of Wildfire Protection for Rural Landowners class. Weaver will post on bulletin boards at both stations. Chief will post on our website.

Chief noted we have one more strike team invoice coming from the State for OES Station Coverage For the Kincaid Fire. Should be about \$21,000.

Ashworth asked if there were any Cal Fire grants coming up for roadway cleaning in our area. Chief doesn't know of any but will keep an eye out for future grants.

Ashworth asked the Chief to look into bringing the El Dorado County ordinance regarding clearing vacant property to the City's attention. Ashworth feels we need something like this in Siskiyou County.

**16. Adjournment**

M/S/C (Hamilton/Kliewer 3-0) to adjourn at 10:51am

Respectfully submitted,

Secretary Weaver

Approved,

Chairman Ashworth



