

MOUNT SHASTA FIRE PROTECTION DISTRICT
REGULAR BOARD MINUTES

WEDNESDAY, November 25, 2020

10:00 A.M.

600 MICHELE DRIVE

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

ITEM:

- 1. Call to Order, Chaplain to give Invocation, Flag Salute**
10:00 am, Chairman Ashworth led flag salute, no invocation

- 2. Roll Call**
Ashworth, Hamilton, Miller, Joyce, Duncan – present Kliewer, Melo - Absent

- 3. Approval of Minutes for the Regular Board Meeting of October 21, 2020**
M/S/C (Miller/Hamilton 3-0) to approve October 21, 2020 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 October 2020**
\$354,522.25 cash on hand

6. Old Business and Board Directives from Previous Meetings

6a. Discuss minimum cash balance for the District

To be determine after discussion of item 7a.

6b. Review and Approve the new 5-year plan for the District

Discussion took place about listing priorities and attaching costs. To be continued to December.

6c. Annual County payment to the District for added coverage of campground to the west of Lake Siskiyou. No payment received for 2018 or 2019. (Richard Kliewer)

Kliewer and Weaver drafted a letter detailing the District's understanding of this agreement signed by Ashworth and delivered to Supervisor Kobseff (copy attached). Chief Joyce sent an email to Supervisor Valenzuela regarding the issue of jurisdiction of campfires around Lake Siskiyou.

We have received no response either from the letter to Kobseff or the email to Valenzuela. Ashworth reported Kliewer had spoken to Kobseff but there is still no resolution.

7. New Board Business and Possible Action

7a. Addition and/or Replacement of type 3 equipment

Discussion took place regarding available equipment. Duncan had done the research and found two type 3 engines: HME, Freightliner cab and Boise Mobile, International cab, 4wd. These are both demo engines being built on the ground currently. Both would be about the same price, nte \$375,000 delivered. After discussion of the pros and cons of both engines, the Board was in favor of purchasing the Boise Mobile, International cab. It should be available for delivery January 2021. The Board is proposing to use \$200,000 from the District's Contingency Account 800000 as a down payment toward the purchase, and to obtain a short-term loan with no prepayment penalty to finance the balance of the purchase. Research has indicated this type of loan is available. As monies come in from the State for payment of strike team invoices for 2020, the District proposes to pay off the short-term loan. We have almost \$427,000 in anticipated strike team revenue due, with all payroll commitments for these strike teams accounted for. Payments from the State should be received within the next 4-5 months.

Next, discussion took place regarding whether to sell or retain the District's 1998 International (4613). It was agreed to retain this engine for now. Though it is older, it is not currently having any mechanical difficulties and is a welcome part of the District's available equipment. It can be sold at a later date if needed for financial reasons.

Finally, the Board discussed the position of the District's Contingency Account 800000 if this proposal is approved. All fund transfers for needed payment of strike team payrolls plus, this \$200,000 for the down payment would leave just over \$73,000 in account 800000. This tracks back to item 6a. This would be the contingency balance until the State revenues for the Strike Teams were collected. The Board is comfortable with this balance on a short-term basis. There are no large anticipated expenses through the rest of this fiscal

year.

M/S/C (Miller/Hamilton 3-0) to approve the purchase of the International cab, 4wd type 3, model 34 demo engine from Boise Mobile at a price not to exceed \$375,000 per the terms and conditions stated in the minutes above. Duncan and Joyce to advise Weaver when the fund transfer is needed. Weaver to prepare fund transfer and warrant for the down payment. Joyce to finalize the research for the short-term loan.

7b. Contribute \$20,000 to the City to help cover overtime costs.

Chief Joyce reported a verbal request was made by the City for this. However, there is no written request or justification from the City. At this time, the Board chooses not to respond.

7b. Bob Ashworth was appointed in lieu of election to another 4-year term (12.4.20 – 12.6.24) on the Board. Should Bob agree to this additional term, he is to be sworn in today and sign the County Clerk’s Certificate of Appointment. If Bob declines to accept this additional term, he may submit a letter of resignation and Weaver will post a Notice of Vacancy and Affidavit of Posting Notice with the County Clerk and complete the Roster of Public Agency reflecting the change in Board membership.

Ashworth accepts this appointment by the Board of Supervisors for another 4-year term on the Board for MSFPD. He was sworn in by Weaver. Weaver will complete the necessary paperwork.

8. Next regularly scheduled Board Meeting is for Wednesday, December 16, 2020 at 10:00 a.m.

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

74 calls 4:45 minutes average response time Average of 4 responders per call
No training this month. Covid restrictions make training impractical

10. Donations

None

11. Deposits

- \$ 40.00 Baker Restitution
- \$ 432.79 E & F Recovery

12. Fund Transfers

None

13. 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 3-0) to approve payment of bills as presented.

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

- **Regular Payroll: 10.09.20 – 10.22.20**
 - \$ 218.17 wages
 - \$ 36.16 Federal taxes

- **Regular Payroll: 10.23.20 – 11.05.20**
 - \$ 113.14 wages
 - \$ 18.72 Federal taxes

- **Regular Payroll: 11.06.20 – 11.19.20**
 - No Payroll

M/S/C (Hamilton/Miller 3-0) to ratify payroll claims as presented.

15. 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

16. Adjournment

M/SC (Hamilton/Miller 3-0) to adjourn meeting at 11:01am

Respectfully submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman