

MOUNT SHASTA FIRE PROTECTION DISTRICT
600 MICHELE DRIVE

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

CHAIRMAN JOHN ANDERSON

VICE-CHAIRMAN JACK MILLER

DIRECTOR BEEM

DIRECTOR LIBBY

DIRECTOR KLIEWER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

MONDAY, DECEMBER 8TH, 2014

ITEM

1. **Call to Order, Invocation, and Flag Salute.** 10:00 a.m.
Invocation by Chaplain Jim Crabtree.
2. **Swearing in Board Directors; John Anderson, Jim Beem, Richard Kliewer.—Secretary Patania**—John Anderson, Jim Beem, and Richard Kliewer read the Oath of Office and are sworn in by Secretary Patania.
3. **Roll Call.** Director Libby absent. Director Kliewer, Beem, Miller, and Anderson are present.
4. **Approval of Minutes for the Regular Board Meeting of November 8th, 2014.**
Motion to approve by Director Kliewer, second by Director Beem. Minutes approved with changes with 4-0 ayes.
5. **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.
6. **Cash Report**
\$62,102.55 as of November 30th, 2014.
Director Anderson asks about when we receive our December allotment.
Secretary Patania states that this will be on the 10th.

7. Old Business and Board Directives from Previous Meetings

7a. Discussion and Possible Action to review Five-Year-Plan, update and make changes as needed.—Director Libby

Chief Joyce states that he met with Dave. After this new revision, we can bring it back on the agenda for final approval with resolution.

Director Anderson asks that this be on the next agenda for final approval.

Director Kliewer is curious if the changes have been noted with italicized type or in bold so that they can see the changes.

Secretary Patania comments, through the chair, that the biggest change she was instructed to make was to add Station #2 back onto the plan.

Director Beem notes that this is on page 7, item 7, subsection C—station #2 remodel.

Secretary Patania also notes that she was encouraged to note on the item for ISO that we had a visit in October, and that a committee will be appointed once we hear back.

Director Beem notes page 5, item #2—SSV wants at least one EMT on every medical call for first responders. They want one “On each non-transport at the EMT I level.”

Chief Joyce asks who this is.

Director Beem states that this is Tom Hastings, and that we need to encourage the kids to get their certificate through SSV, because they have gone through the training. We have one paramedic.

Chief Joyce states that he will check on this. We are not ALS. He asks if we can have a copy of the page he is reading from so that we can add it into the five-year plan.

Director Beem also adds that we should have incentive for the young members to drive. The page is from the SSV protocols manual.

Director Anderson asks Secretary Patania to follow up with Director Beem if she has any questions regarding this.

Chief Joyce states that we have the SSV book.

Director Beem states that we have the money and COS a “stone’s throw” away.

Director Miller asks if this pertains to volunteer departments.

Chief Joyce states that it pertains to whoever is following SSV, which is what the District follows.

Director Anderson asks for a revised Five-Year Plan before next month's meeting.

7b. Discussion and Possible Action on reviewing potential PTO policy.—Director Libby

Director Anderson asks if the Secretary would like to review the information she has regarding this since Director Libby is not here. In the Executive Advisory Committee, they discussed changing the meeting to the evening so that he can attend due to his new employment.

Secretary Patania asks if perhaps that pertains to item 8a.

Director Miller suggests that we table this, and confirm with Director Libby what direction he would like to take this in. If it needs to re-assign it, we will confirm this prior to the next Board meeting after meeting with the Chair or Vice-Chair.

Director Kliewer cautions against having three members meeting so that we do not violate the Brown Act. We could have a Special Meeting to review this item at a time convenient for him, so that we could allow his expertise to finalize this item, and any other items that he was working on.

7c. Report on Inventory—Part Two—Director Kliewer/Chief Joyce

Director Kliewer defers to Chief Joyce regarding this agenda item. He wants to make sure that the Board has a greater awareness of what the needs of the District are. Expenditures will increase as things drop off the list. He wanted to look at the dollar value of what the Chief is managing.

Chief Joyce asks how they would like him to report.

Director Kliewer asks that he just gives an overview.

Chief Joyce states that last month we reported on anything over \$2500. He broke this down into air packs—just the piece that goes over the shoulder and the bottles are the air tanks, apparatus, office equipment, power tools, rescue equipment, pagers and radios. He also added the years that he knew items were purchased.

Director Anderson asks if we need to amortize these.

Chief Joyce states that we do not need to amortize these items since they are under \$2500. Anything that says 2003, are training packs, and they are out of service. The training packs

don't have an integrative system, which is required. The PASS system requires that it has to automatically be turned on when you open your air cylinder.

Director Beem asks if we are still using some of these.

Chief Joyce states that 4640 has been changed out, and 4613 is gone. We used to track it in FireTools, but it is hard to track, and now it will be easier that he has created the spreadsheet. We have a lot of air bottles. He is going to have to send out. He needs to confirm the life of the bottle.

Director Beem is not sure.

Chief Joyce thinks it might be 10 or 15 years for the composite. The steel you can hydro for life, if we do it every five years. The ones that say 1995 cannot be hydro'd anymore. The composite are either 5 or 7. The 2003's need to be hydro tested, and then get on the rotation with the 2010's. He needs to figure out the lifespan.

Director Miller asks who services them.

Chief Joyce states it was Rogue Scuba out of Medford last time, but there is someone in Redding that is supposed to get him the information. Shipping would kill us, but being able to pack them up and drive them somewhere would be better.

Director Miller asks about power tools. The generator listed is not the one at Station #1. Is this the mobile one?

Chief Joyce states that the generator we had on rescue is now in storage, but it is still good. The one mounted on the ground outside, and is amortized because it cost over \$2500.

Director Anderson asks about the trailer.

Chief Joyce states that we don't know the value of it. He is still messing with it.

Director Beem confirms that they put a new gas tank in it and it is still having problems.

Chief Joyce states that it is having problems keeping power.

Director Anderson asks if it is a necessity now that we have 4612.

Chief Joyce states that it is, but it isn't. We have access to other lights if we need them. The county has a tower at Weed, so we have access to one if we need it. They come in handy if there is a shooting on I-5, etc...

Director Miller states that 4612 has a light tower.

Chief Joyce says that they do, but they do not want to commit an engine to an incident for lighting only. There are other avenues if we need that type of lighting. Jay at the City is working on it. Those items are pretty stable. We are also good on pagers. Lack of volunteers=more pagers. The one that could hurt us is radios. These are the hand-held radios. At the last radio programming meeting for Weed -South, they are discussing switching everything to digital. This means every radio in our fleet would not work. They had to go Narrow-Band a few years ago. The new ones will be \$3000 a radio.

Director Anderson asks if there is a benefit to this.

Chief Joyce states that this is a state thing.

Director Anderson asks if this is VHF.

Chief Joyce confirms it is.

Director Beem states that this comes from FCC. We have dodged the bullet because we are rural.

Chief Joyce states that we were the last to go Nero-Band, and will be the last to go digital.

Director Anderson asks if we can get a grant.

Chief Joyce states that we will need to pursue a County-Wide grant. Any radio that is damaged, he will replace with the digital if needed. They will cross-over to the VHF. If something breaks, he will do digital.

Director Millers asks about the timeframe.

Chief Joyce states that he is not sure if it is next year, or in three years.

Director Miller asks if they will be functional.

Chief Joyce states that once the command center switches over to digital, everyone will have to. He knows the County will go for a grant again.

Director Anderson states that the advisory Budget Committee will have to review this.

Director Kliewer states that we never know when the next surprise will be.

Director Miller asks about going on a strike team, could the radios be cloned.

Chief Joyce notes the model number...they would look identical, they would just be digital rather than VHF, UHF or analog. Probably the middle of the year is when we start changing

radio loads, right before fire season. They do this every year. He should hopefully know more by May or June when this will be happening.

Director Anderson asks how many will be needed.

Chief Joyce states that all of the ones on the list will need to be replaced. It is required by NFPA that everyone has a radio. They are \$2500-\$2800.

Director Anderson states that this would be over \$44,000. There are 17 on here.

Chief Joyce states that this is the big one we will have to keep an eye on. He is not sure if we go digital if we will also have to change our pagers.

Director Miller asks about the hand held ones.

Chief Joyce states that they are \$500; he will go through 49er or Silverado. If we go digital, he is not sure if we have to change our pagers also.

Director Beem states that this is if we don't have to have a trunking system. There are only X amount of frequencies. The cell phone frequencies are interfering with these systems. It is a big system of moving these frequencies around. This would be huge money. We are rural so you would think we could stay analog, but he can see CAL-Fire switching because they are up and down the state. If they do, we will have to also.

Chief Joyce confirms that CAL-Fire is who dispatches, and if they change, then we will have to also.

Director Miller refers to the Boles fire. He remembers that law enforcement has trouble communicating. Will they be required to update.

Chief Joyce states that we constantly are talking to people on different frequencies.

Director Anderson asks what needs to be done to complete this.

Chief Joyce states that once he gets the serial numbers, he will add, and we will have a working inventory.

Director Miller asks if we need to add the camera.

Chief Joyce states that he will be adding the camera, and also the hose when it is tested, and ladders, along with several other items he needs to add.

Director Anderson asks if it needs to come before the Board.

Chief Joyce states that the ladders and hose need to be tested every year so it is good if they are inventoried and that we have it tracked so that if we have an accident, they can come and ask about it.

Director Beem asks about the inventory in each piece of equipment.

Chief Joyce states that he had to do this for ISO, and just needs to print it out. Anything that is in the engine needs to go on an inventory list.

Director Kliewer states that a couple of items to consider are that Chief Joyce was hired under stressful circumstances and he has done a superb job in the command of his department, but that it is important to be informed of this type of information. This is important to review in conjunction with the five-year plan so that we are aware of the finances and also so that we know the work load on the Chief. We need to be aware of what is lying around and what needs to be added to it. He would like this to be on the agenda one more time, and we can have this open discussion. He felt it was an appropriate time to become more aware of these issues, especially with the new Board member. This will help the financial planning for the department.

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

8a. Report from Advisory Committee.—Chairman Anderson/Vice Chairman Miller

Director Anderson states that he and Director Miller have created an advisory panel which will allow for them to address the Board on issues that come up as needed and to be more thorough. They have met with Chief Joyce. The main item is that Director Libby would not be able to make the morning meetings, and that he may not be able to continue as a Board member. Director Anderson states that he works in the afternoon and evening, and would not be able to do the meeting in the evening. Chief Joyce would be working overtime if he did it in the evening, and Director Miller prefers not to have it in the meeting.

Director Beem asks if it would benefit the community if we had it in the evening. Would more people be attending?

Director Miller states that the only time people attended Board meetings at night was when there was an issue.

Director Anderson states that other special districts and municipalities are having trouble with getting the public to attend, even when it is in the evening.

Chief Joyce states that the only time the public comes is when there is an issue. He asks that Director Miller speak to Director Libby about this, and whether we will need to do a Special Meeting if he wants to resign. Then he could decide who he would want to transfer his open items to.

Director Miller asked Director Libby if he could still be active with the auxiliary, and he said yes.

Director Kliewer adds that this would be a more appropriate discussion if we made it a formal agenda item.

An agenda item will be placed on the next month's agenda to discuss and possibly act on this topic, or sooner whatever is needed.

8b. Review of annual audit performed by Aiello, Goodrich, & Teuscher.—Board of Directors

Director Anderson reviews the audit, and states that we did not have any issues according to the audit. He did have a couple of items that he had questioned. One was the shortfall of \$12,168 from the secured income, and they confirmed with Steve Dragaset that is probably due to decreased property values and people not paying. The \$9,342 overspending were for equipment purchases.

Secretary Patania states that we have a letter that needs to be signed to release the final audit.

Director Kliewer states that he talked with Rick about this regarding the shortfall.

Chief Joyce states that if we have a good strike team year we will be making purchases. If not, we aren't buying. We are not budgeted for a new engine, but we had a good year, so we will be purchasing a new engine.

Director Anderson states that he was led to believe that we should not have a shortfall, because they are 99% in collecting taxes. We can ask Jennie Ebejer about why we had a shortfall. He states that this is a lot better than the prior years. It was a very clean report.

Director Miller states that we didn't have to go through the County and get a loan.

Director Kliewer motions to approve the audit as presented, and Director Miller seconds the motion. Motion carries 4-0.

8c. Approval of sale of surplus property (E-4613) with Resolution#12082014-B—Chief Joyce

Director Anderson states that he would prefer that it comes to the Board formally prior to selling a large piece of equipment. We sold 4613 for \$7,000, but perhaps the engine will cost \$30,000, so it has a direct impact on the budget. He is sure that the Chief considered strike team monies when considering this. The Assistant Chief is looking at another Type III engine.

Chief Joyce states that in each of his reports he has mentioned that they were looking at selling.

Director Beem asks about the process for surplus.

Director Anderson states that our policy gives the Chief the authority to deem this surplus.

Secretary Patania states that a copy of the policy is in the packet.

Chief Joyce refers to the policy states that he can deem it surplus, and it should be brought to the Board prior to sale. He had mentioned it several times in his report to the Board in the prior months.

Director Anderson asks what qualifies it being surplus. He also asks why Lake Shastina bought it.

Chief Joyce states that it is because they will be extinct, and we wanted to sell it prior to it being extinct. Lake Shastina needed a Type 3 engine.

Director Miller asks if they then purchase something without consent.

Director Anderson thinks that we need to put it on an agenda. We have casually discussed it, but it has not been formally discussed.

Chief Joyce states that we already discussed and approved this in an open meeting after the last time Assistant Chief Duncan was going to purchase. He thinks it is about \$20,000. He is going to come back to the Board even if he finds something less.

Secretary Patania states that she will look through the minutes to confirm.

Director Beem states that declaring it surplus needs to be approved by the Board prior to this happening.

8c. cont...

Director Anderson states that this is a critical item because it is of significant impact to the budget.

Director Kliewer states that we did this because we gave him prior authorization with a dollar amount in case he found something in between Board meetings. It was all clean, it has just been a while and we needed to remind the Board because it had been a while. It shouldn't be a surprise.

Director Miller suggests that we have an annual discussion to review with the Chief what his limit is for the year.

Director Anderson states that it is hard to do, because we wouldn't be doing this if we did not have strike teams.

Chief Joyce states that we should put an agenda item about purchasing an engine for the next meeting, if we don't have a dollar amount.

Director Anderson thinks the Budget Committee should be the one to review the limit for the Chief to send.

Chief Joyce also states that we can hold a Special Board meeting if it comes up prior to this.

Secretary Patania suggests through the chair, that if the equipment is found prior to the next meeting we will hold a Special Meeting to approve it.

Director Kliewer states that regarding this prior approval we write a time limit for prior approval. It can then be renewed.

Chief Joyce states that another thing we need to do is put it on the agenda that we approve a certain amount; and keep it on the agenda until we purchase something.

Director Anderson states that we do not know something is considered surplus until the Chief declares it.

Secretary Patania confirms that she will put it on the Regular Board meeting for January unless she hears that we need to purchase the engine prior to that time, and then we will hold a Special Meeting to approve the purchase.

Chief Joyce states that this is correct. If she finds in the minutes that it was for a certain dollar amount, then she can add that to the agenda item to re-approve, so that four years down the road we don't have an open ended amount on the agenda.

Director Anderson asks that the Secretary perform a roll-call vote to approve the resolution.

Secretary Patania asks that we have a motion and a second first.

Director Kliewer motions to approve the resolution, and Director Miller seconds.

Secretary Patania performs the roll-call vote and it is unanimous.

Director Beem confirms that we sold 4613. The prior minutes reflect 4610.

Secretary Patania states that she will correct this.

9. Next regularly scheduled January 12th, 2015.

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

Chief Joyce reviews the report for November 2014.

Director Anderson asks about the cost of cancelled en route. He asks that the Budget Committee add this hidden cost to their review.

Chief Joyce states that they had a live burn—there was good training. They had Cal-Fire, the District, City of MS, Weed, and a firefighter from Alturas was there. It was great for the local departments.

Director Kliewer asks if someone from the police department is required to be there.

Chief Joyce states that they are not required, but they did attend.

Director Millers asks if the public assists involved any calls like the one that was mentioned last month.

Chief Joyce states that once the party was notified with a letter, that they have not had calls like this anymore.

Chief Joyce also states that we have a lead on another Type 3 engine from Southern California that we are looking at.

Director Anderson states that there might be a possible burn on Pine.

Chief Joyce states that there are fewer cleanups after the burn, but it is the responsibility of the homeowner. There will be another structure burn on Shasta Ranch Road on the 2nd week of January.

Director Beem discusses putting the trainings up on the Board, and he likes that they are doing it.

Chief Joyce states that he has been trying to put a “members” section on our website and look at our calendar. He doesn’t want it to be something that everyone sees; he just wants the firefighters to know.

Director Beem suggests an app or FaceBook so the District can know what is going on, and what trainings are planned.

Chief Joyce knows that there are a couple different avenues, and that Tom Haistings was running this for a while. He also states that it would be good to have the Board come for a couple of trainings. He then gives his and the Assistant Chiefs hours which are also on the bottom of the report.

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

Director Anderson states that if Director Libby is not going to be present then perhaps he can give his report to Secretary Patania prior to the meeting.

Chief Joyce states that any auxiliary member can report on donation. He confirms that \$2,853.22 was donated through the auxiliary for the purchase of flashlights that are worn on their turnout jackets. These will be issued at the Christmas event. It was for 20 chest flashlights, and 16 helmet flashlights.

Director Beem motions to approve the donation for the flashlights, and Director Miller seconds the motion. Motion approved 4-0.

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

Director Anderson thinks that this article needs to be more visible to the citizenry. We need something more dramatic.

Chief Joyce states that we can work with Deborra Brannon on this. Maybe take some photos of our trainings.

Director Beem likes this idea.

Chief Joyce states that pictures that show both entities at work would be good. If there are no significant events, we can put training photos. We may need to talk to the paper about adding a picture, and what the cost would be. Chief Joyce adds that Deborra was really involved with the split, and if she wants to come and take pictures for trainings she is welcome to.

Director Anderson states that we have been talking about this long enough. It needs to be at the top of this list.

Director Miller offers to go to the office to look into this.

Director Kliewer states that the District would be well served to look at an advertising budget. We need momentum to raise our tax base. This is important for creating South County Fire preparedness.

Director Anderson states that if the public sees what we are doing through pictures in the paper, etc...

Director Beem discusses Public Service Announcements.

Chief Joyce states that we could also **BOLD** the number of calls. If Director Miller finds out what the cost may be to add pictures that would also help. We do have this in the budget.

Director Kliewer asks if we could have an agenda item to get ideas from Deborra Brannon.

Director Miller adds that she would like a Fire District hat.

Director Anderson also asks that we add the items we are donating to the college.

13. Fund Transfers

None.

14. Payment of the Bills

Director Miller motions to pay the bills, and Director Kliewer seconds. Director Beem has a question about an expenditure on the Cal Card. Regarding curriculum PowerPoint for FF 1 and 2—if we buy curriculum, but perhaps the college should be purchasing these items.

Chief Joyce states that this is not for the college. The one the college has is IFSTA, and it is horrible. He states that the one that he purchased is for education in-house. This is for when we start doing the command classes, he will add it.

Director Beem would like to see more driver operator training series.

Chief Joyce states that we need to send Johnathan to the 1B class so that he can teach it. He already has the Operator 1A.

Director Beem states that the first part is for driving, and the B part is to operate the pumps. The Target Solutions doesn't scratch the surface of this. We need to be more on top of this.

Director Miller asks if Target Safety covers some of this.

Chief Joyce states that it is different to take a class online, than physically doing it.

Secretary Patania asks if we can vote on the payment of the bills.

Director Anderson asks for a vote. Motion carries 4-0.

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 Anderson discusses the Christmas party on December 17th at 6 p.m. at Lalo's. It will be \$18.50 per person. He would like to request that there are more Board members present at the party.

Chief Joyce states that the other items he is giving to the firefighters are the helmet lights.

Director Anderson wonders how much more they can do.

Commented [SP1]: Line item #41 in Budget is for Proof of Publications/Public Relations=\$200

Director Beem states that it is a white elephant party between \$5-\$20.
Director Anderson states that we need new photos of the Board Members for the website. He is hoping that the Board and the Chiefs could go to "Lula-Belle" and get their picture taken.

Director Anderson states that we have an expensive repair for the Water Tender, for a couple thousand.

Chief Joyce states that the bushings in the rear need to be replaced.

Director Beem states that the tank needs to be drained so that you can look at the suspension mounts. It is carrying a load all the time.

Chief Joyce states that once he gets an estimate he will let the Board know.

Director Miller noticed a gusset years ago, and welded it.

Chief Joyce states that it may have to go down to Redding. And he will let Hammond Ranch know when it is out of service.

Director Anderson asks net amount of Strike Teams.

Chief Joyce states that we will net close to \$100,000.

Director Anderson says this makes him feel better after having a 1% margin in the inventory.

Secretary Patania notes that there will be Board Training in February on the 5th being sponsored by the County Clerk's office.

Director Kliewer states that we need to generate income in our tax base. This is especially true if we are facing replacing the radios in the near future. We have the lowest tax base in the entire state of California for the Special Assessments.

Director Beem asks about the offset of the \$150 per parcel for the SRA.

Chief Joyce doesn't know who to contact, but a big portion of those monies are supposed to be filtered down to us according to Sam Lanier.

Director Beem states that CAL-fire is hoarding this, and the inspection process is a joke. There is no help in suppression or prevention and he feels that the monies are being misdirected. The money is needed for here for the Districts. We can upgrade our service. We are not at the cutting edge of anything. CAL-fire has nothing to do with structure or medical. They are great at wild-land. We need to look at how we can get more money out of it.

Chief Joyce had heard that \$50 per parcel is supposed to go to us, and filtering down to the fire departments in the SRA. He just is not sure where to go to find out more about this.

Director Beem mentions that they are trying to figure out how to spend as much as they can to justify the money they are receiving, but there are areas like Mayten that are trying to scrape by. We need to look into what we can do.

Director Kliewer asks to add an agenda item to discuss raising our tax base. We need to be pro-active at the ground level and the "COLA" into our language. We don't have this built in.

Director Beem states that if we raised this up to \$50, will this offset the SRA. And regardless of what happens to them, we would have something set.

Director Anderson states that if everyone was refunded three years, they would still be out the \$50 --we did not put an increase in taxes and the GANN on the same election year.

Chief Joyce states that it is \$8 for unimproved parcels, \$24 for improved, and \$36 for commercial.

Director Anderson states that we are looking at doing this in 2016. We have spent a lot of time doing this for over a year. The reason that we did not do it this time was because we had to put the GANN on this election.

Director Miller states that Lake Shastina tried to do this, and it did not pass.

Director Anderson states that this is because many people are walking away from their homes, and the HOA is going out of business.

16. Adjournment 12:41 p.m.

Respectfully Submitted,

Secretary Patania