

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

WEDNESDAY, DECEMBER 12TH, 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, Hamilton and Miller were present. Directors Kliewer and McCall absent.

3. Approval of Minutes for the Regular Board Meeting of November 14, 2018

3-6

Tabled until January meeting because only Director Ashworth is present. Director Kliewer is expected to attend January meeting. These are the only two current Board members present at the November meeting. M/S/C (Miller/Hamilton 3-0)

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.

No public comment

5. Cash Report

7-9

As of 11/30/18 the interfund cash balance is \$349,016.97

6. Old Business and Board Directives from Previous Meetings

11-13

6a. Review and Discussion of letter of clarification regarding Strike Team Payroll, dated November 26, 2018 sent to J. Ebejer and those cc'd in her letter of October 16, 2018 as directed by the Board in the November 14, 2018 Board meeting.

No discussion took place. The Board accepted the letter of clarification prior to this meeting.

7. EW BOARD BUSINESS AND POSSIBLE ACTION

7a. Swear in new Board Member, Mike Hamilton – Secretary

14-15

Mike Hamilton was sworn in by Weaver prior to this meeting.

7b. Discussion and Possible Action regarding response dated November 28, 2018, from County Auditor regarding Strike Team Payroll – Chairman Ashworth

16

Discussion: Letter from Ebejer was reviewed by Board. Chairman Ashworth noted Ebejer requested we call if we have further questions. Thought it odd that she wouldn't want this issue to be pursued in writing if needed. Ashworth stated Ed Valenzuela has spoken to County Counsel regarding this matter. Ashworth also shared that in a meeting he had in September with County Counsel, Dana Barton, she suggested the possibility of the District setting up our own bank account to break away from the need to have the County Auditor perform our banking. Ashworth believes we will be hearing from Barton further on this matter. The Board also discussed the possibility of setting up a separate bank account only for the District's Unassigned Income. No conclusions made.

Action: A motion was made to immediately prepare a Fund Transfer Request from Account #471000 Fund Balance Unassigned to Account #611000 Salaries and Wages for Strike Team Payrolls and for all current Strike Team Payrolls to be prepared and submitted to the Auditor for payment. M/S/C (Miller/Hamilton 3-0)

7c. Discussion and Action on appointing new Chairman and Vice Chairman for 2019 – Board of Directors

Tabled until January Board meeting when the full Board is expected to attend.

M/S/C (Miller/Hamilton 3-0)

8. Next regularly scheduled Board Meeting is for Wednesday, January 9, 2019 at 10:00 a.m.

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

Chief Joyce read the November report.

81 calls, with an average of 5 responders per call

Training report: 3 training night this month, all consisting of medical refreshers. Will be getting back into SCBAs, have 4-5 new volunteers.

Information report: We have received all of our SCBAs and will be putting them into service this week. The SAFER grant which is a 3-year contract for 2 new employees has been approved. We are requesting an early start date of 12/31/18, in lieu of contract date of 2/1/19

10. Donations

None to report

11. Deposits

None to report

12. Fund Transfers

None to report

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

M/S/C (Miller/Hamilton 3-0)

Director Ashworth asked about payment of the annual uniform allowances. Weaver stated these would be paid on 12/20/18 when regular payroll is paid.

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

17-20

- **Regular Payroll: 11.09-11.22.18**
 - **\$742.02** wages
 - **\$119.96** Federal taxes
- **Regular Payroll: 11.23-12.06.18**
 - **\$307.69** wages
 - **\$ 50.96** Federal taxes

M/S/C Miller/Hamilton 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 Ashworth stated he had met with Tom Quinn, Deputy District Attorney regarding restitution to the District by Chris Baker. Ashworth requested a report of all restitution made by Baker to date. Weaver will follow up.

Discussion took place regarding Strike Team payroll rates. Weaver reminded the Board that any change to payroll rates must be approved by the Board in the form of a resolution. Chief Joyce noted rates will change next year, but the change will involve having OES pay the backfill teams for next fire season.

Weaver reminded the Board that to amend the District's contract with the City from \$150,000 to \$190,000, we need a new contract or an amendment signed by the City and approved by our Board. Director Ashworth will follow up.

Discussion about the need for Board members to update their Ethics and Harassment Training. Weaver will assist them with online training if needed.

16. Adjournment

10:40 am

M/S/C (Miller/Hamilton 3-0)

17. Motion made to reopen meeting at 10:44 am to introduce an additional item regarding strike team payroll:

M/S/C (Miller/Hamilton 3-0)

Director Ashworth requested the following Resolution be adopted as of today's date:

Effective immediately, the Mount Shasta Fire Protection District will pay all salaried employees and volunteers staffing Mount Shasta Fire Protection District equipment when they return from completed contract assignments with the California Department of Forestry and Fire Protection or U.S. Forest Service in a timely manner.

Should the Mount Shasta Fire Protection District be unable to pay the salaried employees or volunteers in a timely manner due to financial inability or economic uncertainty resulting from unforeseen causes or causes unpreventable by the governing Board, the firefighters shall be notified prior to being given the assignment.

Discussion: none

Action: Resolution to be adopted. M/S/C (Miller/Hamilton 3-0)

18. Adjournment

10:53 am

M/S/C (Miller/Hamilton 3-0)

Submitted respectfully,

Secretary Weaver

Approved:

Chairman Ashworth