

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

**WEDNESDAY, DECEMBER 16, 2020**

**10:00 A.M.**

**600 MICHELE DRIVE**

---

---

<b>CHAIRMAN ROBERT ASHWORTH</b>	<b>VICE-CHAIRMAN JACK MILLER</b>	<b>DIRECTOR MIKE HAMILTON</b>
<b>DIRECTOR RICHARD KLIEWER</b>	<b>DIRECTOR</b>	<b>CHIEF MATT MELO</b>
<b>CHIEF RICK JOYCE</b>	<b>BATTALION CHIEF JOHNATHAN DUNCAN</b>	<b>SECRETARY CHRIS WEAVER</b>

---

---

**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, Miller, Hamilton, Joyce, Duncan – present    Kliewer, Melo - absent
- 3. Approval of Minutes for the Regular Board Meeting of November 25, 2020**  
M/S/C (Miller/Hamilton 3-0) to approve November, 25, 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 November 2020**  
\$362,982.53 cash on hand
- 6. Old Business and Board Directives from Previous Meetings**

**6a. Discuss minimum cash balance for the District**

To be continued to January 2021

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

To be continued to January 2021

**6c. Update on Annual County payment to the District for added coverage of campground to the west of Lake Siskiyou.**

Ashworth received email from Kobseff stating he had approved payment to MSFPD for 3 years (2018, 2019, 2020) of coverage to this campground. To date, we have received no funds. Weaver will track.

**6d. Update on purchase of Boise Mobile, International type 3, model 34 engine.**

Discussed email received 12/14/20 from Tara Willis, Auditor's Office, which stated we did not have \$200,000 available for the down payment on the new engine. The Auditor's calculations show we have cash available of only \$124,000+/- . The Auditor's calcs account for payment of expenses through the FY 6/30/21, but do not account for accounts receivables of \$427,000+/- for State Strike Team revenues. T. Willis also stated in a follow-up phone call with Chief Joyce and Weaver that our Contingency Fund budgeted was not an actual amount and we did not have \$200,000 available to draw from. The email also stated any loan the District took out would have to first be approved by the Auditor and the Treasurer/Tax Collector. This does not seem accurate or reasonable to the Board. It was suggested we have Chairman Ashworth speak with County Counsel, Dana Barton, regarding the accuracy of this information and the possibility of withdrawing the District's funds from the County and keeping our own books and checking account.

Discussion also took place regarding the District's financing options to move the purchase of the new engine along in a timely manner. Delivery of the engine is expected the last week of this calendar year. Chief Joyce will discuss options with T. Willis and with Boise Mobile.

M/S/C (Miller/Hamilton 3-0) to have Ashworth talk with County Counsel regarding the accuracy of the information supplied by the Auditor's Office and the possibility of withdrawing the District's funds from the County to set up our own checking account and books, as well as to endorse the Chief's negotiations for new financing terms for the purchase of the new engine.

**7. New Board Business and Possible Action**

**7a. Election of Board officers for 2021**

M/S/C (Hamilton/Miller 3-0) to appoint Director Ashworth as Chairman

M/S/C (Hamilton/Miller 3-0) to appoint Director Miller as Vice-Chairman

**8. Next regularly scheduled Board Meeting is for Wednesday, January 20, 2021 at 10:00 a.m.**

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

65 calls            3:40 minutes average response time            5 responders per call average  
No training last month

**10. Donations**

None

**11. Deposits**

- \$ 80.00 Baker Restitution
- \$ 151.89 US Bank 3<sup>rd</sup> Qtr 2020 CalCard rebate

**12. Fund Transfers**

- \$104,885.00 from 800000 Contingency to 611100 for August Complex and Slatter Fire strike team payrolls
- \$ 45,656.00 from 800000 Contingency to 611100 for Zogg Fire strike team payroll
- \$200,000.00 from 800000 Contingency to 762100 for down payment on new engine  
(Note: submitted but not yet accepted by Auditor)

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

**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: 11.20.20 – 12.13.20**
  - \$ 157.00 wages
  - \$ 26.00 Federal taxes
- **Strike Team Payroll: 09.27.20 – 10.06.20 Zogg Fire (State)**
  - \$33,021.88 wages
  - \$11,175.92 Federal taxes
  - \$ 1,457.66 State taxes
- **Strike Team Payroll: 09.01.20 – 09.01.20 Crestview Fire (State)**
  - \$ 220.25 wages
  - \$ 36.50 Federal taxes
- **Strike Team Payroll: 09.08.20 – 09.22.20 Slatter Fire (State)**
  - \$50,616.98 wages
  - \$18,764.32 Federal taxes
  - \$ 2,521.86 State taxes

- **Strike Team Payroll: 10.06.20 – 10.12.20 August Complex (State)**
  - **\$24,601.13 wages**
  - **\$ 7,237.08 Federal taxes**
  - **\$ 647.33 State taxes**

M/S/C (Hamilton/Miller 3-0) to ratify payrolls 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/S/C (Miller/Hamilton 3-0) to adjourn at 10:38 am.

Respectfully submitted,

Chris Weaver, Secretary

Approved,

Robert Ashworth, Chairman