

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

**WEDNESDAY, DECEMBER 18, 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**

10:18 am Richard Kliewer gave invocation.

**2. Roll Call**

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

**3. Approval of Minutes for the Regular Board Meeting of November 20, 2019**

M/S/C (Hamilton/Kliewer 3-0) to approve November 20, 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 November 2019**

\$363,553.18

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

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

Continue to next Board meeting

**6b. Board review and approval of audited financial statements for the District's fiscal years 2017 and 2018. We have an existing contract for fiscal years 2019 and 2020 audit. Cost is \$10,600.**

Hamilton inquired about the note on page 2 of the Auditor's Report that says Management has omitted the Management's Discussion and Analysis. Is this something we need to address for the future? Weaver will follow up with AGT.

M/S/C (Kliwer/Hamilton 3-0) to approve the Audited Financial Statements as presented for 2017 and 2018/

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

**7a. Vote on new Board officers for 2020-2021**

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

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

**8. Next regularly scheduled Board Meeting is for Wednesday, January 15, 2020 at 10:00 a.m.**

Weaver let the Board know she was having knee replacement surgery on January 6, 2020, which will make her unavailable for the January 15<sup>th</sup> Board meeting. Board discussed and agreed to postpone the meeting to January 29<sup>th</sup>, 2020.

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

71 calls                      3:30 average response time                      Average responders/call were 5

We have completed our LARRO class. We had 2 medical trainings. We have been busy with tree lightings and other seasonal holiday activities.

Kliwer asked how the other Fire Districts were interacting with us on calls. Chief said Dunsmuir and Weed are doing ok, but McCloud and others are struggling to respond. Do we have coverage in our agreements with other districts to limit our liability? Chief will check. It was noted that we are shouldering most of the burden for coverage of a large general area. It's ok for now but there may come a time we won't be able to do that without jeopardizing our own district.

Kliwer asked if there were any out-of-town major trainings coming up in 2020? Chief said there were not, to his knowledge.

Chief will follow-up on who and when campgrounds are inspected.

Ashworth will check into our \$500 payment from the County and a written agreement for campground coverage going forward.

**10. Donations**

None

## 11. Deposits

- \$ 25.00 Baker restitution
- \$ 16,000.00 Proceeds from sale of 2009 Dodge PU
- \$ 154.51 US Bank rebate 7/30/19 – 9/30/19

## 12. Fund Transfers

- \$ 25,629.00 Transfer from Contingency (#800000) to Salaries and Wages ((#611000)  
To cover OES Station Coverage Strike Team payroll
- \$ 600.00 Transfer to set up Budget accounts to cover the accidental double payment of  
State payroll taxes on OES Station Coverage

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

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

- **Regular Payroll: 11.08 – 11.21.19**
  - \$228.57 wages
  - 37.86 Federal taxes
- **Regular Payroll: 11.22 – 12.05.19**
  - \$ 109.67 wages
  - \$ 18.16 Federal taxes
- **Annual Uniform Allowance: 01.01 – 12.31.19**
  - \$3127.25 wages
  - \$ 640.50 Federal taxes
- **Strike Team Payroll: 10.25 – 11.01.19 OES Station Coverage (State)**
  - \$18,440.74 wages
  - \$ 5,570.86 Federal taxes
  - \$ 599.33 State taxes

M/S/C (Kliewer/Hamilton 3-0) to ratify all payroll claims

**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 suggested Board find a way to draw maximum interest on cash funds available to the District. Hamilton will check into.

Weaver passed on names and phone numbers of two men to contact about the District's Board Vacancy. Ashworth will follow up.

**16. Adjournment**

M/S/C (Hamilton/Kliewer 3-0) to adjourn at 11:16 a.m.

Respectfully submitted,

Secretary Weaver

Approved,

Chairman Ashworth



