

MOUNT SHASTA FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES

STATION 1
600 MICHELE DRIVE
10:00 A.M.

CHAIRMAN RICHARD KLIEWER

VICE-CHAIRMAN JOHN ANDERSON

DIRECTOR HOYT

DIRECTOR LIBBY

DIRECTOR MILLER

CHIEF RICK JOYCE

ASST. CHIEF JOHNATHAN DUNCAN

SECRETARY SARAH PATANIA

MONDAY, AUGUST 12, 2013

ITEM

1. Call to Order and Flag Salute.

10:00 a.m.

2. Roll Call.

Director(s) Libby, Hoyt, Miller, Anderson, and Kliewer present.

Vice-Chair Anderson asked to chair this meeting by Chairman Kliewer.

(Also in attendance: Jennie Ebejer, Auditor-Controller, Brian Morris-County Counsel, Ted Marconi-Mt Shasta City Manager, Muriel Howarth-Terrell, Chief Melo of Mt Shasta City Fire, Chief Joyce, Mt Shasta Fire Protection District, and Secretary Patania.)

3. Discussion and possible direction to staff regarding fiscal policies and procedures.—Jennie Ebejer, Siskiyou County Auditor-Controller.

Director Anderson introduces Jennie Ebejer from the Auditor's office, and hands the meeting over to her.

Ms. Ebejer stated that she submitted information regarding our current agreement with Mt Shasta City to County Counsel for review prior to going on leave, and that Brian Morris will review how the Mt Shasta Fire District and City have been using the mutual aid agreement to reimburse each other.

Brian Morris asks what the Board would like to accomplish with this meeting. His understanding is that the City and the District would like to reimburse each other for mutual aid responses. Is that what you are trying to do?

Ted Marconi states that the issue is when we send trucks off district from the city or district, we often staff them with people from both agencies. The State reimburses us through the five-party agreement for an engine plus personnel, and it is a lump sum. What they have been doing in the past is taking that part assigned for personnel, and sending it between the two agencies, and then each department pays their own employees/firefighters on their own payroll. We would like to make it simple, and rather than put firefighters on both payrolls, to keep them on their own agencies payroll and the other agency that sends the truck out would transfer money out to be reimbursed. We were assuming that we could do this under the same agreement that we have in place, as a sub agreement under the auspices of the five-party agreement.

Director Anderson clarifies that this would mean each unit would be paid, and would transfer to the other group?

Mr. Marconi provides an example that you send out a District engine, and the state reimburses for that engine plus 3 personnel at a set rate per hour. If one of those personnel is sent from the Mt Shasta City (firefighter), of the 3 personnel, you send a third less overhead, and we keep that firefighter on our payroll and pay him through our payroll, and vice-versa.

Chief Melo asks, through the chair, if he may add a comment.

Director Anderson agrees.

Chief Melo states that this is called “satellite staffing”. If we get \$2000 for a 24 hour shift, \$1000 goes to the engine and the remainder goes to personnel and that is split three ways. If it is a City engine, and a City contract we would get the lump sum and pay the other entity back for renting their firefighter, more or less.

Director Anderson asks how we pay taxes on this.

Chief Melo states that this would be through the District.

Chief Joyce states that this is why we keep them on the payroll. We get the lump sum, and we take taxes out for our firefighter.

Director Anderson confirms that we would take the Federal, State, Simple IRA, etc... out of taxes.

Chief Joyce confirms this is correct.

Mr. Marconi adds that this is all part of the agreement that the taxes, overhead costs and everything is built into the reimbursement. The big issue that comes up with having firefighters on both agencies payrolls is that our workers comp costs are based on payroll. So if we have payrolls that vary back and forth, the costs can go up and down. He asks if GSRMA (Golden State Risk Management) is still a risk pool.

Chief Joyce confirms this.

Because of this, it makes for a bunch of extra work on our end, and the District’s end. If we have to do another sub agreement to cover the reimbursement that is fine, but we do not want to have to put all firefighters on both payrolls.

Director Anderson doesn’t think that there would be an advantage to doing this.

Mr. Marconi states that it just creates more work.

Brian Morris asks if the City and District mix crews on engines in addition to the two Mt Shasta Departments. His suggestion is to create an agreement with whatever agencies in the County that would like to participate could be on one single agreement, which would provide the financial mechanism, and that this would provide both contractually and from an audit perspective the mechanism to reimburse appropriately. We could then go on to specify which work comp applies, he assume it is the employee agency. It has come up with other departments, and this becomes an issue with other entities.

Ms. Ebejer states that they are dealing with this in the CSA-4 (County Service Area) specifically with regard volunteers who earn Strike Team pay, and to use Chief Melo’s phrase “satellite

staffing”. Could we hypothetically include CSA-4, so that all agencies would be included? Because everyone is going to be experiencing it.

Brian Morris states that with the potential for different agencies to mix crews that they should all be under the same agreement. This issue had been discussed previously with Bernie Paul to segregate the CSA-4 departments so they would not mix with the independent departments, but that does not look like it is going to work.

Ms. Ebejer states that she has had two fire reimbursements come across her desk from last September that mixed Weed employees on a Hammond Ranch run. She refers to Director Miller, and states that he was on this particular incident.

Director Miller states that it has been a year since he has been paid.

Ms. Ebejer states that the monies just arrived six days ago. It is complicated in that should we bring Weed city employees on, and Mr. Miller is on Mt Shasta Fire Protection District, but assisted in the Hammond Ranch area, so it becomes very convoluted. This is why we need to streamline it. She asks if there is a fire that we need to get this agreement completed for now, or if there is anything pending.

Chief Joyce and Chief Melo both state that there will be in the next few months as we have firefighters out on Strike Teams currently.

Mr. Marconi states that some departments were advancing monies prior to receiving funds back from the State or Federal government.

Ms. Ebejer states that this is not a good idea and that the MSFPD was previously doing this, but has stopped. A prime example is the fires that Hammond Ranch went on a year ago, and we just got the money in. If you advanced it, it means that you are floating that, with the potential for negative interest apportionment, and it is not a good idea. You have to make sure that you get the money before you pay it out. She knows that these people have put time and energy in, and that they deserve to be paid, but business is business. She asks Mr. Morris how we can fix the problem.

Brian Morris adds that the County Board of Supervisors is going to be addressing this same issue from the perspective of CSA-4, and that he thinks he knows the type of direction he will be getting from them, and that it will be consistent with the type of agreement we will need, so that any department that wanted to, could add themselves to it.

Ms. Ebejer states that we would have to reach out the cities too, so that they are in play.

Ted Marconi states that as long as it is simple and follows these lines and that they will be reimbursed from the agency that they are contracted with, and that it is ok to share personnel and equipment. Those agencies all go by equipment, and the personnel goes with them.

Brian Morris asks if there is any need to add anything about going out of County.

Mr. Marconi states that they have done a Castella fire previously.

Chief Melo adds that this was done through Dunsmuir fire. It is typically the City, District, and Dunsmuir/Castella that work with each other. Occasionally they work with the other agencies, but not normally.

Ms. Ebejer asks if he can elaborate why this is done for informational purposes.

Chief Melo states that, for example, he is not going to send three of his firefighters on a Hammond Ranch engine because they will make the money off the engine, not firefighters. We would not do that, period.

Ms. Ebejer asks if Castella is in Shasta County.

Chief Melo confirms that this is correct, but states that they run through Dunsmuir Fire Department.

Ms. Ebejer clarifies that Dunsmuir Fire pays Castella Fire.

Chief Melo states that is correct. They are all 800 series of their call sign. Danny is one Chief, and they are one department.

Ms. Ebejer asks if they draw from other special districts, cities, or host companies.

Chief Melo says that they do not.

Chief Joyce says that the District has in the past.

Ms. Ebejer instructs Brian Morris to include this in the agreement.

Director Libby states that in the past we have gone all the way to Fort Jones and Etna.

Director Miller adds Lake Shastina also.

Ms. Ebejer states that the reason she asks the question is that we do not want to exclude anyone that may participate, and think of all the scenarios so that we don't have to go back to the drawing board and add each time.

Director Libby asks Ms. Ebejer if she is thinking of including the entire County of Siskiyou in this agreement.

Ms. Ebejer confirms that this is correct, and states that the Board of Supervisors is envisioning a county wide fire area where they are trying to bring everyone together so that it is not so isolated or independent so that we have better coverage. We have to work together to be able to accomplish this goal.

Brian Morris states this should be simple. We would just be documenting what the agencies have already been doing.

Ms. Ebejer adds that she would not have any problem paying the District once it was complete.

Director Libby asks if we will be able to complete this prior to Mr. Marconi's retirement, and asks when this is.

Mr. Marconi confirms that it is this Friday. He know that between Mr. Morris from County Counsel, and Muriel Howarth-Terrell, City Finance Director will have no problem completing this.

Ms. Ebejer asks who would like to follow up with them to make sure this is being completed.

Secretary Patania volunteers.

Director Libby asks why this became such a problem.

Ms. Ebejer states that Strike Team pay is a particular problem for the IRS. She has found letters going back to 2001 that went out to Special Districts from her predecessor that asked if they could be treated like independent contractors so that we can 1099 them, or do they need to be put on payroll. They have come to the conclusions that it should be put through payroll. She adds that it is her job to protect us, and due to the fact that several years back we had issues with payroll, and to make sure that things are getting handled appropriately, especially with regard to the taxes being withheld properly. What we typically see is the Hammond Ranch fire with people from multiple departments, and trying to figure out who to pay.

Chief Melo states the issue rests with the department, and if it does not go through in a timely manner it goes to the end of the pile.

Chief Joyce states the other issue is with the new SAM site that is the reimbursement site.

Ms. Ebejer states that she has two unknowns on the Ward Fire, and will reach out to the City to clarify.

Ms. Howarth-Terrell states she thinks that one of the District members was on this fire.

Chief Melo adds that he thinks that fire was handled, but they still have some outstanding payments on the Bagley.

Director Miller states that the paperwork on this fire went to the bottom of the pile, but that Lori Ludden found it and submitted it.

Ms. Ebejer states that they found this, and are dealing with it on the board level, since it has been over a year. She also states that they will be in touch about this after their meeting with the Board tomorrow.

Director Anderson asks if she would like to discuss any other issues.

Ms. Ebejer states that she does not have anything else to discuss, and commends the District for turning things around from last year.

Director Anderson thanks Ms. Ebejer for her last visit as well, and that it has helped the District to make some needed changes.

Secretary Patania asks, through the chair, if there is anything they can do to help complete the stale-dated warrants.

Ms. Ebejer states that now that she is back full-time, she is hoping to devote more time to this, and has given direction to Orlyn regarding this.

The Board thanks all attendants.

4. Approval of Minutes for the Regular Board Meeting of July 8, 2013.

Director Libby motions to approve the minutes with corrections to item #11, regarding the motion with the donations. Director Hoyt seconds the motion. Motion carries with full board participation 5-0.

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

\$72,630.09-Interfund Cash

Director Anderson asks if there is anything outstanding this month.

Director Kliewer states that we do have an audit that is currently proceeding that will be on next month's bills. This will be \$9,900.

7. Old Business and Board Directives from Previous Meetings

7a. Discussion and Possible Action on Reviewing to-date progress on Stale-Dated warrants.—Director Kliewer/Secretary Patania

Ms. Ebejer addressed this at the beginning of the meeting. See item #3.

7b Discussion and Possible Action on installing a Generac Panel for the Generator at Station #1.—Director Anderson/Director Miller

Director Anderson asks if the load test has been completed.

Chief Joyce states that he just learned that the gentleman that has offered to do the load test works with the Forest Service, and is on an incident management team, and is gone on fires.

Director Anderson asks when he may come back.

Chief Joyce thinks this will probably be after fire season.

Director Anderson suggests that we look for an alternative person to perform the load test.

Chief Joyce is not sure who this would be.

Director Anderson asks if Director Miller knows of someone.

Director Miller asks if Roberts Electric is still operating.

Chief Joyce is not sure, but will check.

Director Anderson asks if Duncan has had any time to work on the engine.

Chief Joyce states that he has been on a Strike Team for 7 days.

7c. Discussion and Possible Action on creating a Memo of Understanding between the City of Mt Shasta and the MSFPD regarding reimbursement for Strike Team Payments.—Chief Joyce/Secretary Patania

Chief Joyce states that this will be completed by County Counsel.

8. New Board Business and Possible Action

8a. Discussion and Possible Action on introducing the Loss Prevention Incentive Program (LPIP) sponsored by Golden State Risk Management (GSRMA), and approving applicable forms to be able to participate in said program.—Chief Joyce/Secretary Patania

Secretary Patania introduces the LPIP program and directs the Board to look in their packets to review the Incident Report form and Claim for Damages form. There is a list of items that the Board needs to approve, and the incentive for doing this is the potential to save an additional 1%-10% off of the annual bill to GSRMA. So far the MSFPD has 43 points toward meeting this goal, and needs 60 to be able to participate and qualify for 1%.

Director Anderson asks how much the bill to GSRMA is.

Secretary Patania reminds the Board that we are now on a quarterly payment plan, and that to date we have paid \$5688-, with a total balance due of \$22,752- by end of fiscal year. If we can get at least 60 points by April 2014, the District can participate.

Director Anderson states that we should be able to save up to a few thousand dollars.

Director Miller asks what some of the items are to be able to get to the 60 points?

Secretary Patania states that they vary, but it includes approving claim forms, like the ones in the packet that we already have on file, and should give us 2 to 3 points each.

Director Anderson asks if there is something they can approve today, or if they want to carry it to next month.

Secretary Patania states that this is up to the Board; they can either approve the forms today, or place this on a future agenda and make it all-inclusive.

Director Libby confirms that these are forms that GSRMA has provided.

Director Kliever asks if Chief Joyce is familiar with these forms, and been using them.

Chief Joyce confirms this is correct, and that they are already in our files.

Director Anderson suggests we approve both forms, and then chip away at the items.

Director Miller asks, through the chair, about the ethics training. He wonders if we will receive credit for these.

Secretary Patania states that she will check into this.

Director Anderson states that he has had some difficulty accessing the site, and then it goes down and makes him start over again.

Director Libby states that he did have to go back and peruse it.

Chief Joyce states that it will make you start over, but that you should be able to get into the parts you have not finished.

Director Miller asks if this is something we have to do annually.

Director Anderson states that usually this is done once, with updates being given as something changes.

Director Libby makes a motion to accept the forms, and Director Hoyt seconds it. Motion carries with full Board participation.

9. Next Regular Board Meeting Date: September 9, 2013 at 10:00A.M.

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

Chief Joyce reads his report for July 2013. (See attached)

Engine 4610 is on the Salmon River Complex fire since last Tuesday with Asst. Chief Duncan, Chris O'Neill, and Stephen McCall on the engine. They are having some issues with Cal-EMA.

Chief Melo states that they are having the same issues. They have their own contract that they provide with 14 days, and two days R&R.

Chief Joyce states that the Forest Service agreement states on Cal-EMA that they use this as their pay, and he has straightened this out.

Chief Melo states that we are going to have them sign our agreement in the future.

11. Discussion and Possible Action on Accepting Donations.

Revisit donation of Propane Tank—need motion and a second with majority vote.

Secretary Patania re-introduces accepting the donation of the propane tank.

Director Miller states that we have received a 100 gallon propane tank from a gentleman in McCloud. Approximate value is \$400-500.

Director Kliewer motions to accept the propane tank, and Director Hoyt seconds the motion. Motion carries with full Board participation 5-0.

12. Mt Shasta Herald--Monthly Column Review.

Board approves monthly column after reviewing it. Motion by Director Kliewer to accept, and Director Libby seconds with full Board participation 5-0.

13. Fund Transfers.

Secretary Patania provides a copy of the fund transfer in the amount of \$1733- to cover 12/13 FY end expenses. (See fund transfer)

Director Libby makes a motion to accept this, and Director Hoyt seconds. Motion carries with full Board participation 5-0.

14. Payment of Bills.

Director Anderson asks if there are any questions on the bills.

Director Hoyt makes a motion to pay the bills, and Director Libby seconds the motion. Motion carries with full Board participation 5-0.

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.

Secretary Patania states that the Special Assessments were due on August 9, 2013, and these have been submitted.

She continues to say that the audit for years 2011/12 and 2012/13 is underway with Steve Dragaset from Aiello, Goodrich, and Teuscher is performing this.

Director Kliewer states that he and Director Anderson met with Mr. Dragaset, and that he is willing to come to our September Board meeting to present his findings.

Director Miller asks Director Libby if he is aware of any contractors that could provide a load test for St#1.

Director Libby states that he will check.

Director Kliewer thanks Director Libby and Joanne for their efforts with the Yard Sale.

16. Adjournment.

11:10 a.m.

Respectfully Submitted,

Sarah Patania, Secretary