**MOUNT SHASTA FIRE PROTECTION DISTRICT**

**REGULAR BOARD MINUTES**

**THURSDAY, AUGUST 21ST 2025 9:00 A.M. 600 MICHELE DRIVE**

**CHAIRMAN ROBERT ASHWORTH - VICE CHAIRMAN RICHARD KLIEWER   
DIRECTOR LAUREL HARKNESS - DIRECTOR MICHAEL BRADLEY - DIRECTOR GERALD HEIKURA  
CHIEF CORY BURNS - SECRETARY ADRIANNE TREUR**

**ITEM:**

1. **Call to Order, Chaplain to give Invocation, Flag Salute** Meeting called to order @ 9:01 am
2. **Roll Call**

Present: Richard Kliewer, Laurel Harkness, Michael Bradley, Cory Burns

Absent: Robert Ashworth, Gerald Heikura, Adrianne Treur

1. **Approval of Minutes for the Regular Board Meeting of July 17th, 2025**

Approval will wait until next month for vote.

1. **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 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.**

City Council representative present to answer questions and converse about department discussion. MB – how many times has the city council received an annual report from fire department. Council representative doesn’t recall having seen one. Possibility of preparing one in the future. Goal for City Council and Fire District to continue to work with current momentum on FD budget.

1. **Cash Report for JULY 2025**

**$104,776.31 as of 07/30/2025 - CHECKING**

**$740,385.19 as of 07/30/2025 - MMI**

LH- Mentioned Tri Counties bank reaching out to discuss savings, CD options available.

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

**6a. City Council Meeting updates:  
7/28 Meeting:** Future meeting scheduled. **8/13 Meeting:** Info sharing meeting regarding budget and personnel cost mentioned in MOU. Solid base for figuring out how to solve current problem, discussion on cost increase creating need for budget increase. Melissa will schedule follow up meeting in the future.

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

7a. MOU discussion/updates added to next months agenda

1. **Next regularly scheduled Board Meeting is for Thursday, September 18th at 9:00 a.m.**Laurel & Mike Bradley will be out. Check with Bob & Gerry to see if meeting needs to be rescheduled.
2. **Chief’s Report and MSFPD Information Report to the Board   
   See copy of Chief’s report in the Agenda Binder. Training continues. Many of the volunteers are new, so training to establish them with the procedures and equipment. Water tender is having some radio problem but other than that all is well. Chief is interviewing to fill empty positions as soon as he can.**
3. **Donations**

**None**

1. **Deposits**

* **$1,551.41 – Walnut Fire**
* **60.38 – Tax Overpayment Refund**
* **5,077.31 – Juniper Fire**
* **$1,692.44 – Montana Fire**
* **$1,833.48 – Willow Fire**
* **$1,974.51 – Pluto Fire**
* **$1,488.60 – AFG Grant**

1. **Payment of Bills – a detailed list containing all payees and payment amounts and invoice**

**copies will be provided during the meeting.**

**M/S/C – MB/LH - Approved**

1. **Ratify Payroll Claims – supporting documentation will be provided during the meeting**

**M/S/C – MB/LH - Approved**

* **Regular Payroll: 7.15.25 – 08.14.25**
* **$ 308 .00 Wages**
* **$ 67.32 Taxes**

1. **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.**LH- Conversation on landing site, developer interest and parcel planning with community input. Laurel thought about public safety station or updated facility. Chief Burns stated that the site has been thought of and reached out to for possible space but no feedback in the past.
2. **Adjournment**RK/LH – Appoved

Meeting adjourned @ 9:42