



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

Minutes

Mi-Wuk Sugar Pine Fire Protection District
Board of Directors

Special Meeting, 2:00 PM, Tuesday, September 28, 2023

Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 2:03 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Present
 - c. Treasurer Costa - Present
 - d. Director Doss - Present
 - e. Director Schwarz - Present
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none
4. Oral Communications: This is the time for the public to address the Board of Directors on any matter not on the agenda, but within the jurisdiction of the Board of Directors. Each person shall be permitted to speak for no more than 5 minutes; persons speaking on the behalf of an organization may speak for no more than 15 minutes. Those wishing to speak on a matter that is on the agenda may do so at the time the item is taken up by the Board of Directors. There were none.
5. Approval of the Minutes of the July 11, 2023, Regular Meeting.
Moved to Approve: Vice President Afshar Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
6. Written Communications: Email from Groveland Community Services District Re: October 9th CHAPTER OF THE YEAR Tuolumne Special Districts Association meeting. Chief Klyn will check on the time of the meeting for those who would like to attend.
7. Reports:
 - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, was not present.
Treasurer Costa read her report which is in the meeting record.
 - b. CAL FIRE Report: No report

- c. Chief's Reports: James Klyn, Fire Chief, reported that all of the officers were on strike team deployments except for the one who usually goes and that while there haven't been a lot of deployments, there may still be later this year. He also reported that one of the engines has water in the oil. There is a new volunteer firefighter in the application process who is also a mechanic and will be able to work on the engines.
There is not a written report.
- 8. Standing Committee Reports for Discussion and Action:
 - a. District Policies & Procedures Committee: Director Doss reported that he will be meeting with the water company Monday or Tuesday and that he thinks the hydrant program will be running by winter.
 - b. Treasurers Report on Budget Committee and June & July Financial Summary; Treasurer Costa noted the age of the reports but offered to answer questions on them.
 - i. Receive Tuolumne County Financial Reports
 - 1. Tuolumne County Trial Balance for Month Ending June 30, 2023
 - 2. Tuolumne County Budget vs Actual for Month Ending June 30, 2023
 - 3. Tuolumne County Trial Balance for Month Ending July 31, 2023
 - 4. Tuolumne County Budget vs Actual for Month Ending July 31, 2023Moved to Receive: Vice President Afshar Seconded: Director Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- 9. Discussion and Action Items:
 - a. Price quote from Western Extrication Specialist, Inc. in the amount of \$15424 for possible purchase of a spreading ram. (Included in draft Final Budget); Chief Klyn explained that this is a rod/ram that is an essential part of extrication tools, the rest of which the District already has.
Moved to Approve: Director Schwarz Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
 - b. Price quote from Garton Tractor in the approximate amount of \$5000 for the possible purchase of a snow blower attachment for the Kubota tractor. (Included in draft Final Budget); Chief Klyn reported that this is the most affordable solution for improving snow removal.
Moved to Approve: Treasurer Costa Seconded: Vice President Afshar Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
 - c. PUBLIC HEARING on the 2023/2024 Final Budget for the Mi-Wuk Sugar Pine Fire Protection District;
President McDonald opened the PUBLIC HEARING at 2:26 PM
Treasurer Costa commented that it includes strike team activity through September 25th and that it also includes a grant for new SCBA's, a portion of which the District will need to pay. She also discussed a number of categories that have increased due to inflation, increased staffing, planned purchases and upcoming projects. Director Doss had questions regarding the revenue from future classes.

The topic was referred to the Budget Committee. President McDonald pointed out the contingency amount of \$191,321 is unencumbered funds which can be used for emergencies or additional needs. Office Manager Dahlin explained that the adjustment to the Fund Balance was due to Worker's Comp Insurance incurred for FYE23 strike team wages which was not invoiced or paid until September. She also explained that the County Auditors Office changed the way that the Fund Balance is calculated, reducing Capital Assets, Net and increasing Fund Balance, by the combined amounts of short and long-term notes, to be consistent with what is reported in the Financial Statements and Independent Auditor's Reports each fiscal year. She added that the current year's loan payment is in the budget. Director Costa noted that a payment of \$8,000 was received in accordance with the cell tower contract. Office Manager Dahlin added that the payment was for fiscal years 24 and 25 and that an adjustment may be made at the end of the fiscal year.

There were no public comments.

President McDonald closed the PUBLIC HEARING at 2:40 PM

d. Adoption of the 2023/2024 Final Budget:

Moved to Adopt: Director Schwarz Seconded: President McDonald

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

e. Local Ordinance for Cost Recovery Committee Report and possible draft resolution;

Director Doss reported that they are working on the charges for services. Once that is done, he will meet with legal to write the resolution and ordinance.

f. Request for a restatement of the Mi-Wuk Sugar Pine Fire Protection District Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2022, from Blomberg & Griffin Accountancy Corporation due to incorrect adjustments to capital assets; Office Manager Dahlin explained to the board that in auditors report, the book value and the accumulated depreciation of the two engines that were sold were reversed which resulted in the report showing a gain in the sale of \$91,325 rather than a loss of \$243. It also incorrectly reduced the balance of accumulated depreciation by \$160,243 instead of \$68,675. She added that there were two smaller errors as well. She informed the board the Tuolumne County Auditor/Controller recommended that Blomberg & Griffin provide a restatement.

Treasurer Costa moved to request a restatement of the Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2022, from Blomberg & Griffin Accountancy Corporation.

Seconded: Vice President Afshar

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

g. Request for an Independent Audit Proposal for the fiscal year ending June 30, 2023, from Blomberg & Griffin Accountancy Corporation; President McDonald

Moved to Approve: Vice President Afshar Seconded: Director Doss

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- h. Declare the 2007 Ford Expedition VIN ending 2447, U778, as surplus to the needs of the District and authorize Chief Klyn to dispose of it or replace the motor at an estimated cost of \$4000.00; Chief Klyn explained that many things are breaking on the vehicle and his opinion is that it's not worth fixing.

Director Schwarz moved to declare it surplus and give Chief Klyn the authority to dispose of it.

Seconded: Director Doss

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- i. Voluntary Participation Agreement in Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan Update; Chief Klyn explained the plan, that it is renewed every five years, and that participation is required for many grants. He will be gathering public input and meeting with a committee to update the plan.

Director Doss moved to give Chief Klyn the authority to sign the agreement to continue participation in the plan update.

Seconded: Treasurer Costa

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

10. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment – Chief Klyn reported that a couple of former Intern Firefighters have moved to Volunteer status.
- b. Fleet – Chief Klyn reported that a mechanic has volunteered to look at the oil problem in E772.

11. Director's Comments and Requests:

- Directors may report about various matters involving the District.
- Directors may request matters to be included on subsequent meeting agenda(s) for discussion and/or action. The Director may be asked to make a **brief** clarification.
- No discussion will be allowed.
- No action will be taken.

Director Doss requested that discussion of the cell tower contract be on the November agenda. Chief Klyn reported on the Firewise meeting that was held on September 23rd.

Director Doss reported that he will meet with Word of Life to give them information on the Firewise program.

12. Final audience comments:

13. Adjournment – 3:19 PM

Approved by the District Board of Directors in the meeting assembled November 14, 2023.

Jim McDonald, Board President