



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

Notice and Agenda

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Special Meeting, 6:00 PM, Thursday, February 16, 2023

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order _____
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald _____
 - b. Vice President Afshar _____
 - c. Director Doss _____
 - d. Director Schwarz _____
 - e. Also Present:
 - i. Chief Klyn _____
 - ii. Office Manager/Board Clerk Dahlin _____
 - iii. Guests: _____
4. Swearing in of Director Schwarz who was appointed as if elected to a four-year term beginning December 2, 2022 and ending December 4, 2026.
5. Board selection of the 2023 offices of:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Clerk to the Board
6. Board appointment of 2023 committee chairs and members:
 - a. Budget Committee
 - b. Policy and Procedures Committee
 - c. New – Personnel Review Ad Hoc Committee
7. Reconsideration of date, time and place of Regular Board Meetings for 2023.
8. Announcement of Firefighter of the Year for 2022; Chief Klyn
9. Swearing in and badge pinning of Firefighters; Chief Klyn
10. 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.

11. Approval of the Minutes of the December 13, 2022, Regular Meeting.
12. Written Communications:
 - a. Notification of Nominations – 2023 Election: SDRMA Board of Directors
 - b. CSDA Board of Directors Call For Nominations Seat C
13. Reports:
 - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President: No Action Required
 - b. CAL FIRE Report: No Action Required
 - c. Chief's Reports: James Klyn, Fire Chief. No Action Required
14. Standing Committee Reports for Discussion and Action:
 - a. District Policies & Procedures Committee: Director Doss.
 - i. Update and possible draft revision to Policy and Procedures Administrative Manual: Chapter 2.18 regarding distribution of strike team administrative fee; Director Doss
 - b. Treasurers Report on Budget Committee and November and December Financial Summary,
 - i. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending November 30, 2022
 2. Tuolumne County Budget vs Actual for Month Ending November 30, 2022
 3. Tuolumne County Trial Balance for Month Ending December 31, 2022
 4. Tuolumne County Budget vs Actual for Month Ending December 31, 2022
15. Discussion and Action Items:
 - a. Review applications for the vacant seat on the Board of Directors or, if no applications have been received, extension of application deadline; President McDonald
 - b. Planning and scheduling of Fire Chief annual performance evaluation and employment contact review and revision; President McDonald
 - c. Possible increase to District contribution towards medical coverage; Chief Klyn
 - d. Possible purchase of carport for tractor; Chief Klyn
 - e. Recognition of unanticipated revenue in the amount of approximately \$219,750 to be received from OES for strike team deployments, which will be credited to 235 459119 State Emergency Firefighting. Various expense accounts will be increased to cover strike team expenses. The remaining funds will be used to increase Appropriations for Contingencies. (4/5 vote required)
 - f. Budget Transfer for FY23 to increase various accounts for unanticipated expenses. (4/5 vote required)
 - g. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss
 - h. Acquisition of a 2015 Ford Explorer from the Federal Excess Personal Property (FEPP) program; Chief Klyn
 - i. Proposed Take-Home Vehicle Agreement between the District and Bonnie Dahlin, Office Manager/Board Clerk; Chief Klyn

- j. Proposal from Assurance Development, authorized representative for Vertical Bridge, to lease District property for a cell phone tower; Chief Klyn
16. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment
 - b. Fleet
17. 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.
18. Final audience comments:
19. Adjournment: _____

In accordance with the Americans with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the District at (209) 586-5256. Notification 48 hours prior to the start of the meeting will enable the District to make reasonable accommodation to ensure accessibility to this public meeting. Pursuant to the California Government Code section 54957.5, public records, including writings relating to an agenda item for open session of a meeting and distributed less than 72 hours prior to the meeting, are available for public inspection at the Mi-Wuk Sugar Pine Fire Protection District office at 24247 Highway 108, Mi Wuk Village, California