

## **Current Board of Directors**

**President: Jim McDonald**

**Vice-President:**

**Treasurer: Pauline Costa**

**Director: Ron Doss**

**Director: William Schwarz**

**Board Secretary/Clerk to the Board: Bonnie Dahlin**

## **Standing Committees**

### **Budget Committee**

**Chair: Treasurer Costa**

**President McDonald**

**Chief Klyn**

**Office Manager Dahlin**

**Joan Walton**

### **Policies and Procedures Committee**

**Chair: Director Doss**

**Chief Klyn**

**David Straub**

## **Ad Hoc Committee**

### **Local Ordinance for Cost Recovery Committee**

**Chair: Director Doss**

**Director Schwarz**

**David Straub**

- g) Directors will be provided with tours of the District's facilities from time to time.

#### **1.04.120 Training, Education and Conferences Tuition and Expenses**

The District strives to enhance development of Directors and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

- a) District administrative staff and/or Board Directors shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.
- b) Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
- c) Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the sessions(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

#### **1.04.130 Public Conduct**

The ability of a Director to confer with constituents or colleagues must be balanced against the important public policy prohibiting decision-making outside of public meetings. The public gives a certain amount of credibility to statements made by those in public office. The general belief is that if the person is on the Board, statements made about an issue must be accurate. Any statement made may be taken out of context by a person directly in the conversation or merely nearby and hearing the statement. Directors must be accurate, objective, truthful, and honest in all conversations. If a constituent asks a question and the answer is not known, the individual should be informed it will be researched and get back to them. When doing so, they will be grateful and will not hold the Director at fault for not having an immediate answer. Directors should not provide assumptions or speculation on topics, when in doubt, ask a more experienced Director. Once the oath of office is taken, a Director gives up some of their privacy. Actions, even personal ones, and conduct reflect on the District.

#### **1.04.140 Remuneration and Reimbursement**

##### **1.04.141 Directors Compensation**

Members of the Board of Directors shall decide whether to accept the compensation allowed each Board Member (H & S 13857) and to determine the amount of expenses allowed under GC 13845. This shall be done at the first regular board meeting of each calendar year.

Code: 

Section: 13857.

[Up^](#)[<< Previous](#)[Next >>](#)[cross-reference chaptered bills](#)[PDF](#)[Add To My Favorites](#)

Search Phrase:

**HEALTH AND SAFETY CODE - HSC****DIVISION 12. FIRES AND FIRE PROTECTION [13000 - 14959]** ( *Division 12 enacted by Stats. 1939, Ch. 60.*  )**PART 2.7. FIRE PROTECTION DISTRICT LAW OF 1987 [13800 - 13970]** ( *Heading of Part 2.7 renumbered from Part 3 (as added by Stats. 1987, Ch. 1013) by Stats. 1989, Ch. 1360, Sec. 91.*  )**CHAPTER 4. Existing Board of Directors and Officers [13840 - 13857]** ( *Chapter 4 added by Stats. 1987, Ch. 1013, Sec. 11.*  )

**13857.** (a) Subject to subdivision (b), each member of the district board may receive compensation in an amount set by the district board not to exceed one hundred dollars (\$100) for attending each meeting of the district board. The number of meetings for which a member of the board of directors may receive compensation shall not exceed six meetings in any calendar month. Commencing January 1, 2019, if the district compensates its members for more than four meetings in a calendar month, the district board shall annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than four meetings per month are necessary for the effective operation of the district.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by the district board members above the amount prescribed by subdivision (a).

(c) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(Amended by Stats. 2018, Ch. 170, Sec. 2. (AB 2329) Effective January 1, 2019.)



# 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

Regular Meeting, 6:00 PM, Tuesday, December 12, 2023

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

1. Call to Order – 6:01 PM
2. Pledge of Allegiance
3. Roll Call
  - a. President McDonald - Present
  - b. Vice President Afshar - Absent
  - c. Treasurer Costa - Present
  - d. Director Doss - Present
  - e. Director Schwarz - Absent
  - f. Also Present:
    - i. Chief Klyn – Present
    - ii. Office Manager/Board Clerk Dahlin - Present
    - iii. Guests: Friends and family of Intern Engineer Matthew Colwell
4. Swearing in and badge pinning of a Firefighter; Chief Klyn swore in Intern Engineer Matthew Colwell. His father pinned his badge.
5. Board selection of the 2024 offices – Postponed until January
6. Board appointment of 2024 committee chairs and members – Postponed until January
7. Reconsideration of date, time and place of Regular Board Meetings for 2024 – Postponed until January
8. 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.

Auxiliary Treasurer Joan Walton introduced Kathy Steincamp, who will take over as Auxiliary Treasurer in January. Chief Klyn informed the board, as a Firewise committee member, that they now have a full committee of six.
9. Approval of the Minutes of the November 14, 2023, Regular Meeting.

Moved to Approve: Director Doss      Seconded: Treasurer Costa  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0

10. Written Communications:

- a. Letter from Friends of Pinecrest regarding Emergency Services Fundraiser and a donation to the MWSP Auxiliary. Chief Klyn explained that District firefighters helped with the annual Friends of Pinecrest Emergency Services Fundraiser. The Friends of Pinecrest shares the proceeds within the County and sent a donation of \$1800.00 to the MWSP Auxiliary.

11. Reports:

- a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, did not have a report. Treasurer Costa reported that on the Saturday after Thanksgiving more merchandise was sold than at the Pancake Breakfast.
- b. CAL FIRE Report: No report.
- c. Chief's Reports: James Klyn, Fire Chief, reported that they ran 30 calls last month and E772 does not have a blown head gasket, it only needed to be flushed. There is not a written report.

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Treasurer Costa gave an update on the progress of the update to the Policy Manual. They plan to have a number of draft policies for the board to consider at the February meeting.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa
  - i. MWSP Budget Snapshot FY23/24. Treasurer Costa presented the new report and reviewed the District's current financial status.
  - ii. Receive Tuolumne County Financial Reports
    1. Tuolumne County Trial Balance for Month Ending October 31, 2023
    2. Tuolumne County Budget vs Actual for Month Ending October 31, 2023  
Moved to Approve: Treasurer Costa    Seconded: Director Doss  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0

13. Discussion and Action Items:

- 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.  
Moved to Approve: Director Doss    Seconded: Treasurer Costa  
Ayes:   3   Noes:   0   Absent:   2   Abstain:   0
- b. Discussion regarding developing a Request for Proposal for an Independent Audit for the fiscal year ending June 30, 2023. The options for preparing a RFP was discussed. Office Manager Dahlin informed the board that there are sample RFPs on the CSDA website. The guidelines on publicizing/advertising were discussed. A draft RFP will be on the January agenda for the board's consideration.
- c. Discussion regarding the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan; Chief Klyn reported that he has been reviewing the suggestions that he has received. The District's draft will be submitted to OES next week. OES will send a completed plan for the board to approve. Treasurer Costa added that there is a public meeting at 3:00 on December 14<sup>th</sup>.
- d. Purchase of snow blower attachment and carport; Chief Klyn reported that a snow blower attachment has been purchased and received. He is concerned that it is the wrong one. He has not ordered a carport due to concerns over where it should be placed.

- e. Planning and scheduling of Fire Chief annual performance evaluation; President McDonald reviewed the form and process used in the previous evaluation. The consensus was that the ‘Employee self-evaluation’ should be removed from the form. Instead, the board asked Chief Klyn to prepare a list of his goals and accomplishments in 2023, and goals and objectives for 2024, to be reviewed during the evaluation. The evaluation will be conducted as a closed session item during the February board meeting.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that there is a new Intern Firefighter ready to start. Another new volunteer has been helping with mechanical needs for the engines and is ready to fit test so he can serve as a firefighter as well.
- b. Fleet – Chief Klyn reported that the former utility is ready to be cut up as part of training.

15. 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.

In response to a question from Treasurer Costa, Office Manager Dahlin informed the board that there has been no interest in the board vacancy yet. Director Doss reported on his discussion with Gregory Oliver about the cell tower agreement. Chief Klyn informed the board, regarding a concern raised at the November meeting, that the dates for the two-year portion of the cell tower agreement were incorrect only on the cover sheet for the agreement. They are correct in the agreement and were correct on the check stub for the payment received.

16. Final audience comments: There were none.

17. Adjournment – 7:20 PM

Approved by the District Board of Directors in the meeting assembled January 9, 2024.

---

Jim McDonald, Board President