



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

Minutes of the Board of Directors
Regular Meeting, 7:00 PM, Tuesday, February 14, 2017
Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order: 7:00 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President Welch Present
 - b. Vice President Rucker Absent
 - c. Treasurer Johnson Present
 - d. Director Klipple Present
 - e. Director Doss Present
 - f. Also Present:
 - i. Chief Crabtree Present
 - ii. Department Secretary Dahlin Present
 - iii. Others _____
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 no comments from the public.
5. Approval of Minutes of the December 13, 2016 Regular Meeting. Action: Director Johnson moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried.
6. Written Communications
 - a. SDRMA 2015-16 Annual Report
 - b. Columbia College Fall 2016 Fire Academy Graduation Program and Plaque
 - c. Property Appraisal of Mi-Wuk Sugar Pine FPD As of December 31, 2016, prepared by Specialty Property Appraisals, LLC for FAIRA
 - d. Late item: Resignation letter from Director Rucker – No Action Taken -- will be on March 14, 2017 Agenda
 - e. Late item: CSDA training brochures; President Welch
 - f. Late item: SDRMA Notification of Board Elections; President Welch

7. Reports:

- a. Financial Reports
 - i. Trial Balance from Tuolumne County Treasurer's Office; Effective November 30, 2016. No Action Required
 - ii. Trial Balance from Tuolumne County Treasurer's Office; Effective December 31, 2016. No Action Required
 - iii. Budget Status Report from Tuolumne County Treasurer's Office; Effective November 30, 2016. Action: Director Johnson moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried.
 - iv. Budget Status Report from Tuolumne County Treasurer's Office; Effective December 31, 2016. Action: Director Johnson moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried.
 - v. Expenses by Check and Credit Card; MWSP Quick Books; Effective November 30, 2016. No Action Required
 - vi. Expenses by Check and Credit Card; MWSP Quick Books; Effective December 31, 2016. No Action Required
- b. Swearing in and badge pinning of new Fire Fighter; Chief Crabtree swore in Firefighter Brendan Danicourt. His parents pinned his badge on him.
- c. Auxiliary Report: Sherry Blake, MWSPFPD Auxiliary President, read an updated report for January which is in the meeting record along with the original report.
- d. Community Assistance Support Team (CAST) Report: Tim Wallace was not present.
- e. Highway 108 FireSafe Council Report; Director Johnson. There was no meeting in January. The next meeting will be on February 28th.
- f. Chief's Report; Chief Crabtree gave a verbal report.
 - i. With the Boards approval, he plans to take vacation February 23 – 27, 2017
 - ii. Snow weekend – there were over 25 calls in 12 hours, almost all were within the District. He expressed his appreciation for PG&E and County roads.
 - iii. Snow mobile rescue – Bottini Apple Ranch Rd., the TomCar was used but it got stuck.
 - iv. Snow mobile rescue – Leland Meadows, the District assisted Station 55, Pinecrest. CAL Fire sent an engine from Twain Harte to cover and responded to a call in the District.
 - v. Former MWSP Board Member Joe Gil passed away. Chief Crabtree expressed his thanks for all that Joe and Diane Gil have done for the District and community over the years.
 - vi. Soberanes Fire – the District will be receiving a reimbursement of almost \$12,000 for sending Captain Collier to the fire. This is in addition to the almost \$6000 already received for sending him to the Trailhead Fire.
 - vii. The District sent an engine to cover Station 55, Pinecrest, for its annual dinner.
 - viii. RFP for the Tuolumne County Fire Study – they have received 4 proposals. After screening they will be before the Tuolumne County Board of Supervisors in March.

- ix. The Districts last volunteer, James Ballowe, has moved to Phoenix.
 - x. Chief Crabtree attended a PG&E Public Safety Liaison Meeting in Stockton on December 15, 2016.
 - xi. Chief Crabtree conducted a Tailgate Safety Meeting for Nate's Tree Service on the topic of 'County Trees' on December 20, 2016. Nate's has the contract with Tuolumne County to remove the County trees in this area.
 - xii. Chief Crabtree met with CAL Fire Chief White at his office on January 4, 2017 to discuss topics of mutual concern between the two agencies.
 - xiii. Chief Crabtree attended the CSDA Gold Country Chapter workshop on 'Parliamentary Procedure' in San Andreas.
 - xiv. The District has made two Engineer appointments: Joel Lafayette and Chris Bandley.
- g. District Budget Committee; Director Johnson. The committee did not meet.
 - h. District Policies & Procedures Committee; Director Doss. The committee did not meet.
 - i. Operational Integration Committee; Directors Doss said that they are waiting to hear back from Twain Harte Fire. There was discussion about the timing in regards to the Tuolumne County Fire Study and the Districts Strategic Plan. Also, Chief Crabtree said that the next step would be for the Committee to meet to put in writing some of the specifics and services that would be part of the agreement.
8. Action Items:
- a. First Draft of Strategic Plan submitted by Bill Metcalf 11/28/2016; Chief Crabtree talked to Mr. Metcalf regarding spreading the 5 projects over 5 years. It was discussed that it would be better to focus on the top 2-3 priorities. It was decided that Chief Crabtree, President Welch, Director Johnson and possibly Jim Gibson would meet to revise the Strategic Plan accordingly. They will have a revised version for the March 14, 2017 Regular Meeting.
 - b. Independent Audit Proposal for Fiscal Year ending June 30, 2016 to be conducted by Blomberg & Griffin Accountancy Corp., as required by Government Code section 26909, at a cost of \$2,975.00; Chief Crabtree. Director Johnson moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried.
 - c. Levy Administration Services Agreement between Mi-Wuk Sugar Pine Fire Protection District and SCI Consulting Group for FY 2017/18 through FY 2019/20 with an annual cost the 1st year of \$6210, 2nd year - \$6396, 3rd and final year - \$6588. Director Johnson moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried.
 - d. Proposal to revise the 2016/2017 Annual Budget by transferring \$30,594 from Overtime Salaries (\$21,212) and Maintenance – Grounds (\$9,382) to Regular Salaries (revised budget: \$220,694). Adoption of revised budget requires two-thirds vote; Chief Crabtree. Director Johnson moved to approve, with the understanding that it will impact deferred maintenance. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried.

- e. Proposal to establish IRS Section 125 Cafeteria Plan for employee health, dental, and vision insurance at an annual cost of \$13,200; Funded by eliminating two part-time positions (Battalion Chief – Training Officer & Captain – Safety Officer), and transferring \$5,520 from Fire Chief salary. Simple majority vote required; Chief Crabtree. Item tabled until the March 14, 2017 Regular Meeting.
- f. Resolution Number 2017.02.14.1 authorizing the District to close the petty cash account at Umpqua Bank, Twain Harte, CA and by transfer of the \$500.00 (five hundred dollar) balance to open a new petty cash account at Oak Valley Community Bank, Sonora, CA. for a savings of \$10.00 per month. Director Klipple moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried.
9. Director's Comments and Requests: Directors may report about various matters involving the District or may request matters be included on subsequent meeting agenda(s) for discussion and/or action. Discussion will be limited to that necessary to clarify an issue or request. No action will be taken. There were no comments.
10. Final audience comments. There were no comments.
11. Adjournment: 9:53 PM

Approved by the District Board of Directors in the meeting assembled March 14, 2017

Michael Welch, President