



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 TUESDAY, AUGUST 09, 2016

1. Call to Order:

A **Regular Meeting** of the Board of Directors for the Mi-Wuk/Sugar Pine Fire Protection District was called to order at the Sugar Pine Station facility located on Highway 108 at 7:00 PM, Tuesday, August 09, 2016.

2. The **Pledge of Allegiance** was led by **President Welch**. He welcomed all visitors.

3. **Roll Call:** Present were President Welch, Vice-President Rucker, Director Johnson and Director Klipple. Also present were Chief Crabtree, Secretary Dahlin and several members of the public. Director Doss was absent.

4. **Oral Communications:** **The public may address the Board on any subject not shown on the agenda. Time allowed is 15 minutes.** President Welch asked if there were any public comments. There were none.

5. **Approval of the Minutes of the Regular Meeting of July 12, 2016.** Director Johnson moved to approve. Director Rucker seconded. **Ayes: 4. Motion carried unanimously.**

6. **Approval of the Minutes of the Special Meeting of July 16, 2016.** Director Rucker moved to approve. Director Johnson seconded. **Ayes: 4. Motion carried unanimously.**

7. **Written Communications:** There were no written communications.

8. Financial Reports:

A. **Tuolumne County Trial Balance for June 2016** – No Action Required

B. **Tuolumne County Budget Status Report for June 2016** – Director Johnson moved to accept. Director Klipple seconded. **Ayes: 4. Motion carried unanimously.**

C. **MWSP QuickBooks Expenses by Check and Credit Card for June 2016** – No Action Required

9. **MWSPFPD Auxiliary Report – President Ann Coleman** was not present, President Welch read her written report that is in the meeting record.
10. **C.A.S.T. Report – Tim Wallace** reported on their projects: emergency phone and lights have been installed outside the front door and are working. Emergency lights that will come on in the station when the tone box activates will be installed.
11. **Highway 108 Fire Safe Council Report – Director Johnson** – There was not a meeting in July. The next meeting will be in the end of August. Chief Crabtree mentioned that the Council is trying to coordinate all the 501c3's in the county to assist homeowners with the tree mortality issues.
12. **Captains' Shift Reports** – No Captain was available for the meeting. **Captain Klyn** provided a written report that is in the meeting record.
13. **Chief's Report – Chief Crabtree** – there was not a written report.
 - A. The Red Light / 911 Phone is working and has been tested. Signs have been ordered to advise that the phone connects directly to 9-1-1.
 - B. E772 has been traded. The District now has a County engine that used to be stationed at Long Barn.
 - C. U771 was assigned to the Soberanes Fire with Captain Collier and was damaged. A repair estimate is being obtained and will likely be covered by insurance.
 - D. E771 is out of service. Fleet Services will be looking at it soon.
 - E. Captain Collier is currently assigned to the Soberanes Fire, he was at the Trailhead Fire in late July. On both fires he has been assigned as a fire line EMT.
 - F. A tree mortality workshop was held at the Word Of Life. It was put on by Tuolumne County OES mainly to connect the Mi-Wuk homeowners and PG&E to facilitate tree removal efforts. Chief Crabtree was asked to sit on the panel with representatives of other involved agencies as a representative from the District.
 - G. Chief Crabtree appeared before Board at the Tuolumne County Board of Supervisors meeting last Tuesday. The comment period was only five days so he made comments on it as Fire Chief. He thanked them for providing the District with an advanced copy of the Draft RFP for the County Fire Service Study and for the opportunity to comment on it.
 - H. The Board Workshop on July 16 went very well. Cal Fire Unit Chief Josh White attended. Chief Crabtree offered to present the workshop to any of the fire districts or CSD's with board members that he represents.
 - I. We now have a Mi-Wuk Sugar Pine Fire Protection District 457b Deferred Compensation Plan, administered by Nationwide Retirement Solutions. All four full time employees have been enrolled.
 - J. The District will present an Introduction to Wildland Fire Behavior class on August 27th for homeowners and residents. More information is available on posters and postcards will be mailed to District homeowners. There will be a \$15.00 materials fee.

14. Status of Grants – Chief Crabtree – There has been no change.

15. Fire Prevention & Safety Grant Status Update – Tim Wallace – The final report and invoicing for the SRA FPF Grant has been completed. For the FP&S Grant, the defensible space inspectors have completed 1290 inspections. Over 200 passed the first inspection. Second inspections have begun. They have answered over 250 phone inquiries. There are 15 VIP inspectors, 3-5 usually work each day.

16. Unfinished Business: Business continued from previous meetings for Discussion, Consideration and Action as Appropriate:

A. Regular District Standing Committees: Reports, etc.

- 1. Budget – Director Johnson – Chair** – The committee did not meet. With the June numbers now available, the preliminary budget will be revised for a final budget to be approved at the September meeting.
- 2. Policies & Procedures (with Manual updates) – Director Doss – Chair** – Direct Doss was absent.
- 3. Strategic Planning – Director Johnson – Chair** –Directors Johnson and Rucker summarized for the board the qualifications and backgrounds of Steve Kovacs and Bill Metcalf, the two final consultants whose proposals were being considered for the Districts Strategic Plan. The committee recommends hiring Bill Metcalf.

B. Discussion, consideration and Action as Appropriate regarding engaging a Strategic Planning consultant at a cost not to exceed \$6,000.00 – Directors Johnson and Rucker – **Director Johnson** moved to employ Bill Metcalf for the Districts Strategic Plan contingent upon the results of second reference check. **Director Rucker** seconded. **Ayes: 4. Motion carried unanimously.**

At 7:52 President Welch called for a short break.

He thanked Linda Clark for the refreshments.

At 8:05 President Welch called the meeting back to order.

17. New Business items for Consideration and Action as Appropriate.

A. Adoption of Resolution Number 2016.08.09.1 – Approving the Department of Forestry and Fire Protection Agreement #7FG16074 under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2016-17 for an amount not to exceed \$12,665.00 on a 50/50 matching funds basis. **Director Klipple** moved to approve Resolution Number 2016.08.09.1. **Director Rucker** seconded. **Ayes: 4. Motion carried unanimously.**

B. Tuolumne County Fire & Emergency Services Study DRAFT Request For Proposals – Chief Crabtree summarized some of the possible outcomes of the study and recommended that the District support and be involved in the process. There is a copy of the draft proposal along with his comments and proposed changes available for view at the Department.

C. Presentation of Fiscal Year 2015/2016 Annual Report – Chief Crabtree – A copy of the Districts’ first Annual Report is in the meeting record. Director Klipple will add it to her blog, miwukareanews.com, copies will also be distributed to the Auxiliary, MAHA, county supervisors, the Mi Wuk Library, and other various locations.

18. Other Business:

A. Board Members: Various comments of appreciation were made.

B. Audience/Attendee comments: There were no comments.

19. Adjournment.

There being no further business, President Welch adjourned the meeting at 8:30 P.M.
Bonnie Dahlin, Department Secretary
Approved by the District Board of Directors in the meeting assembled

September 13, 2016 _____
Michael Welch, President