



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, 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 – 6:01
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Present
 - c. Director Doss - Present
 - d. Director Schwarz - Present
 - e. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Friends and family of Intern Firefighters Bollinger and Trine.

At this time President McDonald moved up agenda item 15a:

The board reviewed an application for the vacant seat on the Board of Directors received from Pauline Costa. She shared with the board her personal background and professional qualifications. Vice President Afshar moved to appoint Pauline Costa as a Director on the board. President McDonald seconded.

Ayes: 4 Noes: 0 Absent: 0 Abstain: 0

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, and of Director Costa, for the remainder of a term ending December 6, 2024, was conducted by Board Clerk, Bonnie Dahlin. Director Costa then took her seat with the board.
5. Board selection of the 2023 offices. After a brief discussion, Director Doss moved that the positions be filled as follows:
 - a. President - Jim McDonald
 - b. Vice President - Carol Afshar
 - c. Treasurer – Pauline Costa
 - d. Clerk to the Board – Bonnie DahlinSeconded by Director Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

6. Board appointment of 2023 standing committee chairs and members was made by President McDonald as follows:
 - a. Budget Committee
Chair: Treasurer Costa – with President McDonald as Co-Chair initially
Members: President McDonald, Chief Klyn, Office Manager/Board Clerk Dahlin, Joan Walton
 - b. Policy and Procedures Committee
Chair: Director Doss
Members: Director Schwarz, Chief Klyn, David Straub
 - c. Proposal for new Personnel Review Ad Hoc Committee was withdrawn.
7. Reconsideration of date, time, and place of Regular Board Meetings for 2023. After a brief discussion regarding the time of the meeting, Vice President Afshar moved that they retain the 6:00 PM meeting time, second Tuesday of each month at the station to also remain the same.
Seconded by Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
8. Announcement of Firefighter of the Year for 2022; Chief Klyn informed the board that he is restarting the program after many years and that he conducted a vote by everyone currently on staff at the station with the result being:
Firefighter of the Year for 2022 – David Straub
9. Swearing in and badge pinning of Firefighters; Chief Klyn swore in Intern Firefighters Kaleb Trine and Robert Bollinger. Family and friends pinned their badges.
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. There were none.
11. Approval of the Minutes of the December 13, 2022, Regular Meeting. Bonnie Dahlin, Office Manager/Board Clerk noted that the date of approval on the copies provided incorrectly shows the original meeting date. The minutes that President McDonald will sign have the date of February 16, 2023.
Moved to Approve by: Director Doss Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
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, was not present. Joan Walton, Auxiliary Treasurer, read and elaborated on the written report that is in the meeting record.
 - b. CAL FIRE Report: No report.
 - c. Chief’s Reports: James Klyn, Fire Chief, read and elaborated on the written report that is in the meeting record. He also reported that Columbia Fire is becoming a CAL FIRE Schedule A station and that he is in the process of updating the SAM registration.

14. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that the IEC training program has earned approximately \$2000.00 so far.
 - i. Update and possible draft revision to Policy and Procedures Administrative Manual: Chapter 2.18, which is in the meeting record, regarding distribution of strike team administrative fee; Director Doss gave some background on the 10% administrative fee paid to the District by OES and the reasoning behind paying a portion of it, with a proposed cap of \$20,000.00 to the Office Manager. Chief Klyn added that the portion to be paid to the Office Manager would be what remains after the Districts' FICA on strike team wages is deducted from the administrative fee paid by OES.
Director Doss moved to approve the revision to Policy and Procedures Administrative Manual: Chapter 2.18.
Seconded by Vice President Afshar
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- b. Treasurers Report on Budget Committee and November and December Financial Summary; President McDonald reported that the Budget Committee met and developed the Recognition of Unanticipated Revenue and the Budget Transfer which are on the agenda as items, 15e and 15f. He also reviewed the financial reports.
 - 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, 2022Moved to Receive by: Director Schwarz Seconded: Director Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

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; This item was moved up and acted upon immediately following roll call.
- b. Planning and scheduling of Fire Chief annual performance evaluation and employment contract review and revision; After some discussion, Vice President Afshar moved to approve Draft 1 of the evaluation, which is in the meeting record.
Seconded by Director Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
The evaluation will be held in a closed session during the March meeting.
- c. Possible increase to District contribution towards medical coverage; Chief Klyn gave some background on the current status of the cost of medical benefits, which is dependent on strike team revenue. Currently, the District pays up to \$1080 for the medical portion and 75% of dental and vision, with a cap on the total of \$1250, per employee per month. He would like to increase the amount that the District contributes towards the medical portion by \$350. A summary of current and proposed costs is in the meeting record.

Director Doss moved to approve increasing the cap on the total District contribution, per employee per month, from \$1250 to \$1600.

Seconded by Director Schwarz

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

- d. Possible purchase of carport for tractor; Chief Klyn - Tabled
- 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)

Moved to Approve by: Director Schwarz Seconded: Vice President Afshar

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

- f. Budget Transfer for FY23 to increase various accounts for unanticipated expenses. (4/5 vote required) Office Manager Dahlin noted that Draft 1 includes the increase to medical benefits approved in item 15c, Draft 2 does not.

Vice President Afshar moved to approve Draft 1 of the Budget Transfer

Seconded by Director Doss

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

- g. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss reported that he still has unanswered questions for the billing company and that he, Chief Klyn and David Straub are still working on determining the what the charges for various services will be. There was general discussion as to who, and what types of calls, may be subject to the fees. No action was taken.
- h. Acquisition of a 2015 Ford Explorer from the Federal Excess Personal Property (FEPP) program; Chief Klyn reported that he acquired the vehicle with the intention to have it be used by the Office Manager as a take-home vehicle. There was no cost to the District except for the cost of travel to Dallas, TX to pick it up.
- i. Proposed Take-Home Vehicle Agreement between the District and Bonnie Dahlin, Office Manager/Board Clerk; Chief Klyn informed the board that the agreement covers the basic parameters of the vehicles use.

Moved to Approve by: Director Schwarz Seconded: Vice President Afshar

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

- j. Proposal from Assurance Development, authorized representative for Vertical Bridge, to lease District property for a cell phone tower; Chief Klyn reported that the company approached him with the proposal and that he let them know that the District would need time for public input. There will be a representative from the company at the next meeting.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that Firefighters David Straub and Kaleb Trine went to the Sonora City Job Fair to promote the District and recruit and had a lot of interest.
- b. Fleet – Chief Klyn reported that E776 batteries are wearing out. CAST is looking into installing trickle chargers in the app bay.

17. Director's Comments and Requests: There were none.

- 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: There were none.

19. Adjournment – 8:05 PM

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

Jim McDonald, Board President