



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, February 13, 2024

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 - Present
 - b. Treasurer Costa - 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 firefighters being sworn in.
4. Swearing in and badge pinning of Firefighters; Chief Klyn swore in firefighters Higgs, Massey and Zenger. Their badges were pinned by family and friends.
5. Presentation of 2023 Firefighter of the Year Plaque; Chief Klyn presented the award to Captain Sedlmeyer.
6. Vacancy on the Board of Directors. Board to review applications and possibly appoint and swear in new Board Member; President McDonald invited the two applicants, Kevin Pimentel and Mark Massman, to address the board. Each shared their background and answered questions.
Director Schwarz moved to vote by secret ballot and have Chief Klyn count the votes.
Seconded: Director Doss
Ayes: 4 Noes: 0 Absent: 0 Abstain: 0
Chief Klyn counted the written ballots, informed President McDonald that there were three votes for one applicant and gave to him.
President McDonald announced that there were three votes for Mark Massman.
Mark Massman was sworn in by Board Clerk Dahlin.

7. Board selection of the 2024 offices. After discussion, President McDonald moved to approve the following slate:
 - a. President – Jim McDonald
 - b. Vice President – Ron Doss
 - c. Treasurer – Pauline Costa
 - d. Clerk to the Board – Bonnie DahlinSeconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
8. Board appointment of 2024 committee chairs and members; President McDonal appointed the following
 - a. Budget Committee: Chair - Treasurer Costa, President McDonald, Chief Klyn, Office Manager Dahlin and Auxiliary Treasurer Kathy Steinkamp
 - b. Policy and Procedures Committee: Chair - Vice President Doss, Director Schwarz, Chief Klyn and David StraubPresident McDonald moved to approve the committees as named
Seconded: Vice President Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
9. Board consideration of date, time, and place of Regular Board Meetings for 2024.
President McDonald moved to keep the meetings on the second Tuesday of each month at 6:00 PM
Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
10. Board consideration of District provided health benefits for Directors as referenced in the Mi-Wuk Sugar Pine Fire Protection District Policy and Procedures Board Manual: Chapter 1.04.143: Compensation and Benefits.
Treasurer Costa moved that the Directors vote on health benefits for Directors, as referenced above, by Aye or Nays
Seconded: Director Doss
President McDonal asked if there were any Ayes – There were none
President McDonal asked if there were any Nays – There were five
11. 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. Chief Krussow informed the Board that there are two more radios available from CalFire in Sacramento and that he will pick them up.
12. Approval of the Minutes of the January 9, 2024, Regular Meeting.
Moved to Approve: Director Schwarz Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
13. Written Communications: There were none.
14. Reports:
 - a. Auxiliary Report: Val Colborn, MWSPFPD Auxiliary President, did not provide a written report. President McDonald reminded everyone that the meeting would be held at Pappa’s Roost.
 - 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.

15. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that the committee has been meeting, reviewed the work that has been done and will bring new policies and revisions to the board for approval. Treasure Costa is digitizing the District Manual for the committee.
- a. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa reviewed the Snapshot and financial reports.
 - i. MWSP Budget SnapShot FY23/24
 - ii. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending November 30, 2023
 2. Tuolumne County Budget vs Actual for Month Ending November 30, 2023
 3. Tuolumne County Trial Balance for Month Ending December 31, 2023
 4. Tuolumne County Budget vs Actual for Month Ending December 31, 2023Moved to Receive: President McDonald Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

16. Discussion and Action Items:

- a. Budget Transfer to increase various accounts for unanticipated expenses and to recognize increased revenue and expense for accepting money from OES for Strike Team Deployments; Treasurer Costa briefly explained the purpose of the two departments, 230 and 235. Office Manager Dahlin explained that one budget transfer is for strike team revenue and expenses for deployments that occurred after the final budget was approved in September. The second reduces Dues and Memberships by the amount of a cancelled membership and adjusts expense accounts for the purchases of the snowblower attachment, the extrication tool and several smaller unanticipated expenses.
Director Schwarz moved to approve both Budget Transfers Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- b. Adoption of District Policy 1.04.051 Standing Committees; Ron Doss
- c. Adoption of District Policy 2.03.030 Basis of Payment; Ron Doss
- d. Adoption of District Policy 2.03.041 Strike Teams and Out-of-District Response Compensation; Ron Doss
- e. Adoption of District Policy 2.03.080 Deferred Compensation Plan Policy; Ron Doss
- f. Adoption of District Policies 2.03.120 through 2.03.125 Sick Leave Benefits effective retroactively to Jan 1, 2024; Ron Doss
- g. Adoption of District Policy 2.10.225 Crime Victims Leave Policy; Ron Doss
- h. Adoption of District Policy 2.03.134 Employee Death; Ron Doss
- i. Adoption of District Policy 2.15.184 Meal and Incidental Expenses; Ron Doss
- j. Adoption of District Policy 3.04.172 Strike Team Compensation; Ron Doss
- k. Adoption of District Policy Manual Mission Statement and Vision Statement; Ron Doss
After discussing each policy,
Director Schwarz moved to approve agenda items 16b – 16k, with item 16f being retroactive to January 1, 2024.
Seconded: Treasurer Costa
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- l. Draft Request for Proposal for an Independent Audit for the fiscal years ending June 30, 2023, 2024 and 2025 – Tabled

- m. Resolution 2024.02.13.1 Acknowledging And Complying With California Health And Safety Code Section 13146.2, 13146.3, And 13146.4; Chief Klyn explained that he will begin a program for the state mandated inspections of commercial buildings. This year it will be without charging fees or fines, for public education, and that next year he will begin charging. He has the appropriate certifications.

Moved to Approve: Treasurer Costa Seconded: Director Schwarz

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

- n. Vertical Bridge change of cell tower plans; Chief Klyn informed the board that Vertical Bridge has said that the County declined their plan for a faux tree and have asked the District to approve a monopole instead. No action was taken. Chief Klyn will contact Tuolumne County Building Department and report back to the board.
- o. Notice from AT&T regarding an application to the California Public Utilities Commission (CPUC) which would remove AT&T’s obligation to provide land-line service in portions of California; After a brief discussion, President McDonald offered to write a letter to AT&T expressing the Districts concerns and it will be on the next agenda for approval.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that the District is fully staffed and there are several new applicants. One Intern Engineer will be leaving for CalFire
- b. Fleet – Chief Klyn reported that the water tender pump has been damaged, probably by a rock. The repairs, plus a couple of safety upgrades, will cost about \$4600. E772 still may have problems.

18. 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.

Treasurer Costa asked for several items to be on the next agenda: the Board Organization Meeting Policy, CalFire staffing, District boundaries and the Fire Chief evaluation.

19. Final audience comments:

20. Adjournment: _____

Approved by the District Board of Directors in the meeting assembled March 12, 2024.

Jim McDonald, Board President