



# 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, MAY 10, 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, May 10, 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 and Director Johnson. Also present were Chief Crabtree, Secretary Dahlin and several members of the public.

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. Toni Richardson invited everyone to attend an Open House at her home on May 26, 2016 to be held for Dale and Loretta Armstrong while they are in town for the Rummage Sale.

5. **Approval of the minutes of the Special Meeting of April 18, 2016.** President Welch asked if there were any comments or questions from the Board or the public. There were none. **Director Johnson** moved to approve the minutes of the April 18, 2016 Special Meeting. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

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

**At this time President Welch moved up agenda item 16A: Discussion, Consideration and Action as Appropriate** in regard to RESOLUTION NUMBER 2016.05.10.1 ADOPTING PRELIMINARY ENGINEER'S REPORT FOR FY 2016/2017 AND SCHEDULE A PUBLIC HEARING ON JUNE 14, 2016. LeeAnn McCabe, of SCI Consulting, introduced herself as the Districts new Administrator for the Benefit Assessment. She noted that there was an increase of 3% to the Benefit Assessment for FY 16/17. She also let the board know that she planned to restructure the way the budget is

presented in the engineer's report to make it more clear and transparent. Director Johnson asked her to explain why the numbers of the parcels on record with Tuolumne County doesn't match the number of parcels listed in the engineers report. She explained the Single Family Equivalent method of assessing parcels and also said that she would follow up by providing a parcel count that SCI has on record. President Welch asked if there were questions or comments from the Board or the public. There were none. **Director Johnson** moved to adopt Resolution No. 2016.05.10.1. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

## **7. Financial Reports:**

**A. Tuolumne County Trial Balance for March 2016** – President Welch asked if there were any comments or questions from the Board or the public. Director Johnson commented that Salaries and Professional Services appear to be over stated but that it is due to expenses for the SRA FPF Grant and that the money will come in next month. Chief Crabtree added that that is one of the reasons for moving grant budget items to the 550 Department.

**B. Tuolumne County Budget Status Report for March 2016** – President Welch asked for comments or questions from the Board or the public. Chief Crabtree noted that since the report came out the District has received the April disbursements. He also noted that several accounts, especially maintenance, are over budget and projected that about \$22000.00 from the contingencies account will need to be used to balance the budget at the end of the fiscal year. President Welch asked if there were any comments or questions from the Board or the public. There were none. **Director Johnson** moved to accept the Tuolumne County Organizational Budget Status for March 2016. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

**C. MWSP QuickBooks Expenses by Check and Credit Card for March 2016** – President Welch asked if there were any questions or comments from the Board or the public. There were none.

**8. MWSPFPD Auxiliary Report** – **President Ann Coleman** was not present, President Welch read her written report that is in the meeting record.

**9. C.A.S.T. Report** – **Tim Wallace** - There was no meeting

**10. Highway 108 Fire Safe Council Report** – **Director Johnson** – There was no meeting. The next meeting will be on June 28<sup>th</sup>.

**11. Captains' Shift Reports** – **Captain Klyn** went over and elaborated on the written reports that are in the meeting record.

**12. Chief's Report** – **Chief Crabtree** went over and elaborated on the written report that is in the meeting record.

**13. Status of Grants** – **Chief Crabtree** went over and elaborated on the written report that is in the meeting record.

**14. SRA FPF Grant Status Update – Tim Wallace** stated that the grant was addressed by Chief Crabtree in the previous agenda item.

**15. 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 discussed some procedural issues. They will be budgeting by Departments 500 and 550. Also, within the 550 Department there will be separate special budgets for grants and the Auxiliary. He also presented a graph, which is in the meeting record, and discussed projections of revenues and expenses through 2022 using different models of wages due to the changes in the minimum wage law. He noted that the increase in minimum wages will likely increase expenses across the board.
- 2. Policies & Procedures (with Manual updates) – President Welch** – The committee
  - a) Revision to Policy and Procedures Administrative Manual: Chapter 2.03 Compensation and Benefits
  - b) Addition to Policy and Procedures Administrative Manual: Chapter 2.18 Appendices

President Welch asked if there were any questions from the Board or the public. There were none. Chief Crabtree noted that in 2.03.123 D – Maximum Accruals the draft incorrectly referred to ‘vacation leave’ and has been edited to read ‘sick leave’. He also explained that the new policy addresses a state law requirement which results in vacation time no longer being available for being cashed out. There is a provision in the new sick leave policy that does allow a portion available for cash out. **Director Johnson** moved to adopt the Revision to Policy and Procedures Administrative Manual: Chapter 2.03 Compensation and Benefits and the Chapter 2.18 Appendices. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

- 3. Strategic Planning – Director Johnson – Chair** – The committee met to discuss long range planning to meet the objective of increased revenue. Director Rucker stated that it will be important to bring the community back into the picture through better outreach such as a District Face Book page to inform the public of what the Department is doing. There was some discussion about possible outreach possibilities. Chief Crabtree mentioned that we now have a media relations volunteer, Charity Maness. He also said that the Department now has a website, [www.mwspfire.us](http://www.mwspfire.us), which has just gone live. It was discussed and agreed that the board would like to see more community education, involvement and support in strategic planning and grant applications.

**At 8:12 President Welch called for a short break.** He thanked Diane Gil for the refreshments.

**At 8:27 President Welch called the meeting back to order.**

- B. Discussion, Consideration and Action as Appropriate** in regard to Applications for Membership on the Board of Directors. Three applications were received for the two open position on the Board. President Welch asked each of the applicants, Ron Doss, Blythe Klipple and Jim McDonald to address the Board and give an over view of why they would like to be on the Board and their background and to answer questions the Board or public may have. Jim McDonald withdrew his application for one of the Board of Directors positions but offered to volunteer on the Strategic Planning Committee. **Director Johnson** moved to accept the application of Ron Doss. **Vice President Rucker** moved to accept the application of Blythe Klipple. President Welch asked if there was any further discussion from the Board or the public. There was none. **Ayes: 3. Motions carried unanimously.**  
**Director Doss and Director Klipple were sworn in by President Welch and joined the Board at the table for the remainder of the meeting.**

#### **16. New Business items for Consideration and Action as Appropriate.**

- A. Discussion, Consideration and Action as Appropriate** in regard to RESOLUTION NUMBER 2016.05.10.1 ADOPTING PRELIMINARY ENGINEER'S REPORT FOR FY 2016/2017 AND SCHEDULE A PUBLIC HEARING ON JUNE 14, 2016. This agenda item had been previously addressed after agenda item 6.
- B. Discussion, Consideration and Action as Appropriate** in regard to a ballot from California Special Districts Association for the 2016 Proposed CSDA Bylaws Amendments – President Welch read the highlights of the proposed amendments – no action was taken.
- C. Discussion, Consideration and Action as Appropriate** directing the Fire Chief to send a letter to the Governor urging funding from the Carbon Sequestration fund be used to assist private landowners to eliminate dead / dying trees; and to communicate this urging to legislators and other leaders as appropriate. There was some discussion about the plans of the Tuolumne County Tree Mortality Task Force to address this which should help with 70 – 90% of the trees in the District. For the remaining trees, homeowners will need other financial assistance. Chief Crabtree would like to seek funds from the Carbon Sequestration fund. The Board directed him to proceed.

#### **17. Other Business:**

- A. Board Members:** Vice President Rucker welcomed and thanked Directors Klipple and Doss. She also thanked Jim McDonald for all that he has done for the District. She and Chief Crabtree briefly discussed her work with FDAC on a bill that was discussed at a previous meeting. She also offered to present his letter regarding the tree mortality in an upcoming conference call with the FDAC committee. President Welch welcomed and congratulated Directors Klipple and Doss.

**B. Audience/Attendee comments:** President Welch invited comments from the public.  
There were none.

**18. Adjournment.**

There being no further business, President Welch adjourned the meeting at 8:52 P.M.

Bonnie Dahlin, Department Secretary

Approved by the District Board of Directors in the meeting assembled

**June 14, 2016**

\_\_\_\_\_   
Michael Welch, President