



# MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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## Notice and Agenda

Mi-Wuk Sugar Pine Fire Protection District

Board of Directors

Regular Meeting, 6:00 PM, Tuesday, March 14, 2023

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 \_\_\_\_\_
  - b. Vice President Afshar \_\_\_\_\_
  - c. Treasurer Costa \_\_\_\_\_
  - d. Director Doss \_\_\_\_\_
  - e. Director Schwarz \_\_\_\_\_
  - f. Also Present:
    - i. Chief Klyn \_\_\_\_\_
    - ii. Office Manager/Board Clerk Dahlin \_\_\_\_\_
    - iii. Guests: \_\_\_\_\_
4. Swearing in and badge pinning of Firefighters; Chief Klyn
5. 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.
6. Approval of the Minutes of the February 16, 2023 Special Meeting.
7. Written Communications: There were none.
8. Reports:
  - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President: No Action Required
  - b. CAL FIRE Report: No Action Required
  - c. Chief's Reports: James Klyn, Fire Chief. No Action Required
9. Standing Committee Reports for Discussion and Action:
  - a. District Policies & Procedures Committee: Director Doss.
  - b. Treasurers Report on Budget Committee and January Financial Summary; President McDonald/Treasurer Costa
    - i. Receive Tuolumne County Financial Reports
      1. Tuolumne County Trial Balance for Month Ending January 31, 2023
      2. Tuolumne County Budget vs Actual for Month Ending January 31, 2023

10. Discussion and Action Items:

- a. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss
- b. Proposal from Assurance Development, authorized representative for Vertical Bridge, to lease District property for a cell phone tower; Chief Klyn
- c. Receive Mi-Wuk Sugar Pine Fire Protection District Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2022, prepared by Blomberg & Griffin Accountancy Corporation; President McDonald
- d. Levy Administration Services Agreement between Mi-Wuk Sugar Pine Fire Protection District and SCI Consulting Group for FY 2023/24 through FY 2025/26 with an annual cost the 1st year of \$7,380, 2nd year - \$7,600, 3rd and final year - \$7,830; President McDonald
- e. Appointment of Treasurer Costa to be a "Level Manager Approver" on the PNC credit card website for County issued District credit cards who will be authorized to electronically review and approve credit card transactions as required by Tuolumne County Auditor's Office. She will replace Vice President Afshar, who filled that role while the board did not have a Treasurer; President McDonald
- f. Replace tractor with one that will better suit our needs; Chief Klyn
- g. Authorize the Auxiliary to charge their annual fee for QuickBooks on a District credit and reimburse the District;
- h. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Fire Chief
- i. Return to Open Session
- j. Report on Closed Session; President McDonald
- k. Revised Fire Chief Employment Contract between the Mi-Wuk Sugar Pine Fire Protection District and James Klyn; President McDonald

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

- a. Staffing Levels and Recruitment
- b. Fleet

12. 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.

13. Final audience comments:

14. Adjournment: \_\_\_\_\_

*In accordance with the Americans with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the District at (209) 586-5256. Notification 48 hours prior to the start of the meeting will enable the District to make reasonable accommodation to ensure accessibility to this public meeting. Pursuant to the California Government Code section 54957.5, public records, including writings relating to an agenda item for open session of a meeting and distributed less than 72 hours prior to the meeting, are available for public inspection at the Mi-Wuk Sugar Pine Fire Protection District office at 24247 Highway 108, Mi Wuk Village, California*