



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, 7:00 PM, Tuesday, March 10, 2020

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 7:00 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Present
 - c. Treasurer Massman - Present
 - d. Director Doss - Present
 - e. Director Blake - Present
 - f. Also Present:
 - i. Chief McClintock - Present
 - ii. Battalion / Interim Chief Klyn - Present
 - iii. Office Manager Dahlin – Present
 - iv. Guests: _____
4. 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. Mike Welch, President of MAHA, addressed the Board about a request by MAHA from District 3 Supervisor, Anaiah Kirk, to hold a community meeting at the station on April 8 from 6-7 PM.
5. Approval of the Minutes of the February 11, 2020 Regular Meeting.
Moved to Approve: Director Doss Seconded: Vice President Afshar
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
6. Approval of the Minutes of the February 13, 2020 Special Meeting.
Moved to Approve: Vice President Afshar Seconded: Director Blake
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
7. Written Communications: There were none.
8. Reports:
 - a. Auxiliary Report: Sherry Blake, MWSPFPD Auxiliary President, read and elaborated on the written report that is in the meeting record.
 - b. USFS Report: No report.

- c. CAL FIRE Report: Josh White, TCU/CALFIRE Unit Chief, reported that the current rainy weather may be too little too late. Prior to this there have been 2-3 escaped debris burns per day. He reminded everyone that someone should be in attendance when burning and that people should check their flue pipes. He also said that CAL FIRE may start requiring burn permits earlier than the normal May 1 date.
- d. Chief's Report: Steve McClintock, Chief, read and elaborated on the written report that is in the meeting record. Included in his report was the resignation of Engineer Bandley to which he added that Engineer Bandley will still be a Relief Engineer for the District. He also informed the Board that Chief White is also retiring and presented him with a Certificate of Appreciation.
- e. District Policies & Procedures Committee: Director Doss reported Director Blake is working on the lactation policy. At their meeting they discussed streamlining the District Manual and bringing it up to date. They also plan to have a separate manual or two that will be more relevant to the firefighters.
- f. Treasurers Report on Budget Committee and Financial Reports: Treasurer Massman reported the committee met and discussed the impact on the budget of the proposed Fire Chief contract and related changes, along with the status of the budget. He reviewed the reports and informed the board that District is still waiting for reimbursement for the strike team deployments.

Financial Reports for Month Ending January 31, 2020:

- i. Tuolumne County Trial Balance
- ii. Tuolumne County Budget Status
- iii. Month End Cash on Hand History

Moved to Receive: Vice President Afshar Seconded: President McDonald

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

9. Discussion and Action Items:

- a. Addition of electronic sign to District marquis to be financed with potential grant funding; Director Blake reported that she is working on a FEMA grant that is due Friday for a LED sign.
- b. Levy Administration Services Agreement between Mi-Wuk Sugar Pine Fire Protection District and SCI Consulting Group for FY 2020/21 through FY 2022/23 with an annual cost the 1st year of \$6753, 2nd year - \$6955, 3rd and final year - \$7164; Chief McClintock briefly went over the services provided by SCI and recommended approving the agreement.

Director Blake moved to approve the agreement. Director Doss seconded.

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

- c. Transfer of ownership of District cell phone issued to Chief McClintock upon the 5/12/2020 end of District contract with Verizon; Chief McClintock requested that the board allow him to transfer the phone to his name and keep it when he leaves his position and said that he would reimburse the District for the April payment. Director Blake moved to approve the request. Director Doss seconded.

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

- d. Proposal to appoint Battalion / Interim Chief James Klyn to permanent Fire Chief position, pending approval of employment agreement; Chief McClintock reviewed all of the reasons that this proposal, including items 9e, 9f and 9g, would all be in the best interest of the District and would result in an overall savings. He recommended that the Board approve the proposal.
- i. Budget Committee Report on preceding proposal; Treasurer Massman reviewed the committee's discussion and reported that the Budget Committee finds that it is a positive and reasonable proposal.
 - ii. CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: Fire Chief – The Board did not go into closed session.
 - iii. Return to Open Session – N/A
 - iv. Report on Closed Session – N/A
- President McDonald moved to appoint Interim Chief James Klyn to Fire Chief. Director Blake seconded.
- Josh White, TCU/CALFIRE Unit Chief, speaking on behalf of CALFIRE, Tuolumne County FD, Jamestown FD and Groveland CSD said that they strongly support this motion. Sherry Blake, speaking for herself and not the Auxiliary, also spoke in strong support of him and how impressed she has been with him over time and said that the District would fail themselves if they did not put him in the position. Chief McClintock added that if needed Volunteer Assistant Chief Jim Krussow can provide District coverage.
- Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__
- e. Revision to District Policy Chapter 1.04.060 Fire Chief Appointment to remove item 'd)' which states that the Fire Chief position is paid a fixed salary. President McDonald moved to remove the stated line from the policy. Director Doss seconded.
- Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__
- f. Employment agreement between Mi-Wuk Sugar Pine Fire Protection District and James Klyn effective April 1, 2020; Director Doss asked that the District also have a written agreement with Chief Krussow regarding his compensation when he provides District coverage. It will be addressed in the near future. Director Blake moved to approve the Fire Chief Employment Contract. Vice President Afshar seconded.
- Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__
- g. Appointment of Office Manager Bonnie Dahlin to Board Clerk, change of title to Office Manager / Board Clerk effective April 1, 2020 and increase hourly rate of pay to \$26.074, effective the pay period including April 1, 2020; Vice President Afshar moved to approve all three as stated. Director Blake seconded.
- Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

10. Badge Pinning: Chief McClintock swore in and pinned badges on Intern Engineer Swanson, Intern Firefighter Osgood and Fire Chief James Klyn.
11. Director's Comments and Requests: Directors may report about various matters involving the District or may request matters be included on subsequent meeting agenda(s) for discussion and/or action. Discussion will be limited to that necessary to clarify an issue or request. No action will be taken. Director Blake reported that she is looking for grants for turnouts. Director Doss shared a long list of all the things he appreciates that Chief McClintock did for the District and community. The rest of the Directors, Sherry Blake and all the firefighters shared their thoughts on Chief McClintock's time as Fire Chief.
12. Final audience comments: Included above.
13. Adjournment: 8:25 PM

Approved by the District Board of Directors in the meeting assembled May 12, 2020.

President McDonald