



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, December 12, 2023

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 6:01 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Absent
 - c. Treasurer Costa - Present
 - d. Director Doss - Present
 - e. Director Schwarz - Absent
 - f. Also Present:
 - i. Chief Klyn – Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: Friends and family of Intern Engineer Matthew Colwell
4. Swearing in and badge pinning of a Firefighter; Chief Klyn swore in Intern Engineer Matthew Colwell. His father pinned his badge.
5. Board selection of the 2024 offices – Postponed until January
6. Board appointment of 2024 committee chairs and members – Postponed until January
7. Reconsideration of date, time and place of Regular Board Meetings for 2024 – Postponed until January
8. 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.

Auxiliary Treasurer Joan Walton introduced Kathy Steincamp, who will take over as Auxiliary Treasurer in January. Chief Klyn informed the board, as a Firewise committee member, that they now have a full committee of six.
9. Approval of the Minutes of the November 14, 2023, Regular Meeting.

Moved to Approve: Director Doss Seconded: Treasurer Costa
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0

10. Written Communications:

- a. Letter from Friends of Pinecrest regarding Emergency Services Fundraiser and a donation to the MWSP Auxiliary. Chief Klyn explained that District firefighters helped with the annual Friends of Pinecrest Emergency Services Fundraiser. The Friends of Pinecrest shares the proceeds within the County and sent a donation of \$1800.00 to the MWSP Auxiliary.

11. Reports:

- a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, did not have a report. Treasurer Costa reported that on the Saturday after Thanksgiving more merchandise was sold than at the Pancake Breakfast.
- b. CAL FIRE Report: No report.
- c. Chief's Reports: James Klyn, Fire Chief, reported that they ran 30 calls last month and E772 does not have a blown head gasket, it only needed to be flushed. There is not a written report.

12. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Treasurer Costa gave an update on the progress of the update to the Policy Manual. They plan to have a number of draft policies for the board to consider at the February meeting.
- b. Treasurers Report on Budget Committee and Financial Summary; Treasurer Costa
 - i. MWSP Budget Snapshot FY23/24. Treasurer Costa presented the new report and reviewed the District's current financial status.
 - ii. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending October 31, 2023
 2. Tuolumne County Budget vs Actual for Month Ending October 31, 2023
Moved to Approve: Treasurer Costa Seconded: Director Doss
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0

13. Discussion and Action Items:

- a. Restatement of the Mi-Wuk Sugar Pine Fire Protection District Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2022, from Blomberg & Griffin Accountancy Corporation due to incorrect adjustments to capital assets.
Moved to Approve: Director Doss Seconded: Treasurer Costa
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0
- b. Discussion regarding developing a Request for Proposal for an Independent Audit for the fiscal year ending June 30, 2023. The options for preparing a RFP was discussed. Office Manager Dahlin informed the board that there are sample RFPs on the CSDA website. The guidelines on publicizing/advertising were discussed. A draft RFP will be on the January agenda for the board's consideration.
- c. Discussion regarding the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan; Chief Klyn reported that he has been reviewing the suggestions that he has received. The District's draft will be submitted to OES next week. OES will send a completed plan for the board to approve. Treasurer Costa added that there is a public meeting at 3:00 on December 14th.
- d. Purchase of snow blower attachment and carport; Chief Klyn reported that a snow blower attachment has been purchased and received. He is concerned that it is the wrong one. He has not ordered a carport due to concerns over where it should be placed.

- e. Planning and scheduling of Fire Chief annual performance evaluation; President McDonald reviewed the form and process used in the previous evaluation. The consensus was that the ‘Employee self-evaluation’ should be removed from the form. Instead, the board asked Chief Klyn to prepare a list of his goals and accomplishments in 2023, and goals and objectives for 2024, to be reviewed during the evaluation. The evaluation will be conducted as a closed session item during the February board meeting.

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

- a. Staffing Levels and Recruitment – Chief Klyn reported that there is a new Intern Firefighter ready to start. Another new volunteer has been helping with mechanical needs for the engines and is ready to fit test so he can serve as a firefighter as well.
- b. Fleet – Chief Klyn reported that the former utility is ready to be cut up as part of training.

15. 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.

In response to a question from Treasurer Costa, Office Manager Dahlin informed the board that there has been no interest in the board vacancy yet. Director Doss reported on his discussion with Gregory Oliver about the cell tower agreement. Chief Klyn informed the board, regarding a concern raised at the November meeting, that the dates for the two-year portion of the cell tower agreement were incorrect only on the cover sheet for the agreement. They are correct in the agreement and were correct on the check stub for the payment received.

16. Final audience comments: There were none.

17. Adjournment – 7:20 PM

Approved by the District Board of Directors in the meeting assembled January 9, 2024.

Jim McDonald, Board President