



# 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, July 11, 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 - Present
  - c. Treasurer Costa - Present
  - d. Director Doss - Present
  - e. Director Schwarz - Present
  - f. Also Present:
    - i. Chief Klyn - Present
    - ii. Office Manager/Board Clerk Dahlin - Present
    - iii. Guests: There were none
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. There were none.
5. Approval of the Minutes of the June 13, 2023 Regular Meeting.  
Moved to Approve: Director Schwarz   Seconded: Treasurer Costa  
Ayes:   5   Noes:   0   Absent:   0   Abstain:   0
6. Written Communications: There were none.
7. Reports:
  - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, was not present. President McDonald read her written report which is in the meeting record. Treasurer Costa reported on the success of the Pancake Breakfast which had a net profit of \$5735.
  - b. CAL FIRE Report: No report

- c. Chief's Reports: James Klyn, Fire Chief, reported that an invoice for recall work on E774 was sent to the tribal fire department but that there should not be any charges. The cell tower is moving forward, they have a surveyor's certificate and two site plans.
8. Standing Committee Reports for Discussion and Action:
- a. District Policies & Procedures Committee: Director Doss reported on a meeting with the water district's general manager and operations manager regarding hydrant testing. Treasurer Costa suggested that they video the hydrant testing training sessions for use in training future staff. Chief Klyn reported that he will look into hiring someone to put the District policy manual and all revisions into one digital format and then the committee will go through it to bring it up to date.
    - i. Possible revision to Policy and Procedures Administrative Manual: Chapter 2.15.100 Social Media; Chief Klyn reported that this was discussed but there is nothing for the board to consider at this time.
  - b. Treasurers Report on Budget Committee and May Financial Summary; Treasurer Costa reviewed the reports and pointed out the strike team revenue, the increase in Anthem premiums, the meeting room project costs, and the increase in fuel costs.
    - i. Receive Tuolumne County Financial Reports
      1. Tuolumne County Trial Balance for Month Ending May 31, 2023
      2. Tuolumne County Budget vs Actual for Month Ending May 31, 2023Moved to Receive: Vice President Afshar      Seconded: Director Doss  
Ayes:   5   Noes:   0   Absent:   0   Abstain:   0
9. Discussion and Action Items:
- a. Possible enrollment in the State of California ScholarShare 529 Workplace Savings Program; Chief Klyn informed the board that there is no need to act on this as employees can enroll on their own.
  - b. Discussion regarding potential District out-of-state response under CFAA Agreement; Chief Klyn reported that he has learned from OES that the District can be deployed out-of-state under the CFAA agreement. He would prefer to only send E776 and the Type 3.
  - c. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss did not have anything new to report.
  - d. Community Room / Training Room electronic equipment quotes; Director Doss provided a proposal, which is in the meeting record, for the costs for electronics. Treasurer Costa suggested purchasing ½ tables for classes in the future.  
Director Schwarz moved to approve \$3200.00 to move forward with the project.  
Seconded: Director Doss  
Ayes:   5   Noes:   0   Absent:   0   Abstain:   0
10. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn reported that there is someone interested in a paid position who has been recommended by former Fire Chief McClintock. Director Doss suggested that the District look into a Public Information Officer position who would be a designee of the Fire Chief, who is otherwise the PIO by default.
  - b. Fleet – no comments.

11. 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.

President McDonal reported on social media posts about a fire in the District. Treasurer Costa commented about the need for a policy regarding social media and publicity that is applicable to board members and personnel, if there is not one already.

12. Final audience comments: Chief Klyn was asked about the upcoming work on the meeting room floor, he said the work would begin after the Wednesday Auxiliary meeting.

13. Adjournment: 7:04 PM

Approved by the District Board of Directors in the meeting assembled September 28, 2023.

---

Jim McDonald, Board President