



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, November 14, 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 September 28, 2023, Special 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, did not have a report. Treasurer Costa reported that 'Photos with Santa' is coming up on December 16th and will be their last fund raiser of the year.
 - b. CAL FIRE Report: No report
8. Chief's Reports: James Klyn, Fire Chief, read and elaborated on his written report that is in the meeting record.

9. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that they have written the policies and procedures for the hydrant inspection program, they just need to be formatted and numbered for the policy manual. He explained the scope of the work that will be done under the program. Chief Klyn added that Treasurer Costa has combined all previous policies and revisions into one place, and has added a few necessary new ones. The Committee will meet next month and hopes to have it ready after the next meeting.
- b. Treasurers Report on Budget Committee and August & September Financial Summary; Treasurer Costa asked if there were any questions. There were none.
 - i. Receive Tuolumne County Financial Reports
 1. Tuolumne County Trial Balance for Month Ending August 31, 2023
 2. Tuolumne County Budget vs Actual for Month Ending August 31, 2023
 3. Tuolumne County Trial Balance for Month Ending September 30, 2023
 4. Tuolumne County Budget vs Actual for Month Ending September 30, 2023Moved to Receive: Vice President Afshar Seconded: Director Doss
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
 - ii. Discussion of possible future budget snapshot summaries; Treasurer Costa reviewed the draft of a possible new report, which is in the meeting record. She requested feedback and asked if they would like to try it. The consensus was that she and Office Manager Dahlin will work together to combine the Financial Summary information and the new draft and that the Budget vs Actual will no longer include the margin notes.

10. Discussion and Action Items:

- a. Resignation of Vice President Carol Afshar from the Mi-Wuk Sugar Pine Fire Protection District Board of Directors; Vice President Afshar read aloud her resignation letter, which is in the meeting record, and stated that it will be effective December 13, 2023.
Moved to Approve: Treasurer Costa Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- b. Draft Notice of Vacancy on the Board of Directors; President McDonald reviewed the Notice of Vacancy. The wording will be updated to say there will be a vacancy and the deadline February 13, 2024, at 6:00 PM.
Moved to Approve: Director Schwarz Seconded: Vice President Afshar
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
- c. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss did not have anything to report. The item will be removed from future agendas until there is new information to discuss.
- d. 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; President McDonald reviewed the reason the District requested the restatement. Office Manager Dahlin pointed out that neither the cover page nor the Independent Auditors Report (pgs. 1-3) make any indication that it's a restatement done in November 2023.

Treasurer Costa added, in regard to the list of pages that were changed, that she would like the auditor to lay out the changes made or provide a summary letter for future reference. Treasurer Costa moved that the board not approve it, but instead request that the auditor provide a succinct summary of the items changed and that the cover page clearly indicates that it's a restatement as of November 2023.

Seconded: Director Schwarz

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

- e. Independent Audit Proposal for the fiscal year ending June 30, 2023, from Blomberg & Griffin Accountancy Corporation.

Director Schwarz moved to reject the proposal and look into other auditors.

Seconded by Director Doss, following some discussion regarding local options, the possible need for an RFP, and timelines for audits.

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

- f. Discussion regarding the cell tower Option Lease Agreement with Vertical Bridge dated June 29, 2023; Director Doss pointed out the contract states that the time period that the \$8000 initial payment covers is for 24 months, while the cover letter to the contract lists the dates of June 29, 2023, to December 28, 2025, which is 30 months. He added that he would like to add an addendum that they provide documentation of fees they receive from the carriers which the Districts 25%, in 3(c), is based on. Director Doss will contact the Districts legal representative.
- g. Discussion regarding the Tuolumne County Multi-Jurisdictional Hazard Mitigation Plan; Chief Klyn explained this is done every 5 years and that by being a part of the this it provides opportunities for grants, for emergency aid or mitigation. He discussed a number of potential hazards, such as the fuel break that has not been maintained, which he will be bringing to the County to be included in the plan. It is available for everyone to look at and he is open to any input. They plan to have a rough draft by the end of December.
- h. Possible contract for hydrant service with Sierra Park Water Co; Chief Klyn explained that he was asked by them if the District services their hydrants and if so, could they have the records, and if not would the District contract to do so.

Director Schwarz moved that the District decline to contract to service their hydrants.

Seconded: Vice President Afshar

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

- i. Possible shed/garage purchase for tractor; Chief Klyn reported that the Auxiliary has agreed to provide \$7500 to purchase a carport. He described several options that he is considering.

President McDonald moved to move forward with purchasing a shed/carport for the tractor and utility vehicle.

Seconded: Director Schwarz

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

11. Continuing Business – Discussion Only. No Action Items:
 - a. Staffing Levels and Recruitment – Chief Klyn reported that A Shift has 4 people, B Shift has 2 people and C Shift has 3 people. There have been several recent Ride-Alongs that are interested in being interns.
 - b. Fleet – Chief Klyn reported that E772 has a blown head gasket. It’s in the shop in Oakdale and he is waiting for a quote. Our new Volunteer Firefighter is a diesel mechanic and may be able to do the work. He has been doing the Districts BIT Inspections.
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.

Director Doss requested that the Chief’s annual evaluation be on the December agenda. Chief Klyn added that Steve McClintock says ‘Hi’ to everyone.
13. Final audience comments:
14. Adjournment: 7:46 PM

Approved by the District Board of Directors in the meeting assembled December 12, 2023.

Jim McDonald, Board President