



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 13, 2022

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 6:02 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Present
 - b. Vice President Afshar - Present
 - c. Director Doss - Present
 - d. Director Schwarz - Absent
 - e. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none.
4. Swearing in of President McDonald, Vice President Afshar and Director Schwarz who were appointed as if elected to a four-year term beginning December 2, 2022 and ending December 4, 2026. President McDonald and Vice President Afshar were sworn in by Board Clerk Dahlin. Director Schwarz will be sworn in at the January meeting.
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. – Mark Massman, former Board Treasurer, thanked the Board and said that he enjoyed his time on the board and learned a lot. He and his wife have plans to ‘roam the planet a bit’.
6. Approval of the Minutes of the November 16, 2022, Special Meeting.
Moved to Approve: President McDonald Seconded: Director Doss
Ayes: 3 Noes: 0 Absent: 1 Abstain: 0
7. Written Communications: There were none.

8. Reports:

- a. Auxiliary Report: Paula Massman, MWSPFPD Auxiliary President, was absent. Vice President Afshar read aloud Paula's written report which is in the meeting record.
- b. CAL FIRE Report: No report.
- c. Chief's Report: James Klyn, Fire Chief, read and elaborated on the written report which is in the meeting record and added that the District is fully staffed.

9. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss.
 - i. Update and possible draft revision to Policy and Procedures Administrative Manual: Chapter 2.18 regarding distribution of strike team administrative fee; Director Doss and Chief Klyn each gave updates on the topic - Tabled
- b. Treasurers Report on Budget Committee, Month End Cash on Hand History and Financial Reports; President McDonald went over the reports and noted that the Budget Committee will meet in January to prepare a budget transfer for overbudget items. Office Manager Dahlin noted that the County has posted \$2224 in wages to Salaries-Part Time 511115 in error. They should be in Salaries 511110. This will be corrected.
 - i. Receive Financial Reports for Month Ending October 31, 2022:
 1. Tuolumne County Trial Balance
 2. Tuolumne County Budget vs ActualMoved to Approve: Vice President Afshar Seconded: Director Doss
Ayes: 3 Noes: 0 Absent: 1 Abstain: 0

10. Discussion and Action Items:

- a. Draft Notice of Vacancy on the Board of Directors to fill the seat previously held by Mark Massman; The consensus of the board was that the deadline for applications for the vacancy would be Tuesday, February 14, 2022, by 5:00 PM. Board Clerk Dahlin was directed to post the notices as required.
- b. Appointment of a board member 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. President McDonald, who is also currently a Level Manager Approver, explained the need for someone to replace former Treasurer Massman in this role and what the role entails.
Director Doss moved to appoint Vice President as a Level Manager Approver for PNC. President McDonald seconded.
Ayes: 3 Noes: 0 Absent: 1 Abstain: 0
- c. Possible increase to District contribution towards medical coverage; Chief Klyn informed the board that he would like to look into increasing the current cap of \$1250 per month, per full time paid employee, on the District contributions to the Anthem medical benefits. President McDonald referred this to the Budget Committee.

- d. Possible purchase of carport for tractor; Chief Klyn explained that there is no longer room in the app bay for the tractor and there is a need for additional covered space to park it rather than having it exposed to the weather when it needs to be available for plowing. President McDonald directed him to get bids/quotes for carports and/or sheds for consideration at the next meeting.
 - e. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss and Chief Klyn each gave an update -Tabled
11. Continuing Business – Discussion Only. No Action Items:
- a. Staffing Levels and Recruitment – Chief Klyn gave a special thanks to David Straub who is now volunteering on an Intern Firefighter 48-hour shift and informed the board that the District is fully staffed with a very good group.
 - b. Fleet – Chief Klyn informed the board that there had been a concern that E772 had a blown head gasket. It did not and is running fine now. E776 was having problems starting but is also fine now. He also reported that at the CAST meeting they discussed charging stations for the app bay.
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.
- There were none.
13. Final audience comments: There were none.
14. Adjournment - 7:25 PM

Approved by the District Board of Directors in the meeting assembled February 16, 2023.

Jim McDonald, Board President