



MI-WUK SUGAR PINE FIRE PROTECTION DISTRICT

"Providing Quality Emergency Response And Fire Protection For The Public"

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING TUESDAY, MARCH 8, 2016

1. Call to Order:

A **Regular Meeting** of the Board of Directors for the Mi-Wuk/Sugar Pine Fire Protection District was called to order at the Sugar Pine Station facility located on Highway 108 at 7:00 PM, Tuesday, March 8, 2016.

2. The **Pledge of Allegiance** was led by **President Welch**. He welcomed all visitors.

3. **Roll Call:** Present were President Welch, Vice-President Rucker and Director Johnson. Also present were Chief Crabtree, Assistant Chief Krussow, Secretary Dahlin and several members of the public.

4. **Oral Communications:** **The public may address the Board on any subject not shown on the agenda. Time allowed is 15 minutes.** President Welch asked if there were any public comments. There were none.

5. **Approval of the minutes of the Regular Meeting of February 9, 2016.** President Welch asked if there were any comments or questions from the Board or the public. He noted that in sections 7 and 8 the word "of" was used instead of "or" in several places. **Director Johnson** moved to approve the minutes of the February 9, 2016 Regular Meeting as amended. **Director Rucker** seconded. President Welch asked if there were any further comments or questions from the Board or the public. There were none. **Ayes: 3. Motion carried unanimously.**

6. **Approval of the minutes of the Special Meeting of February 11, 2016.** President Welch asked if there were any comments or questions from the Board or the public. There were none. **Director Johnson** moved to approve the minutes of the February 11, 2016 Special Meeting. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

7. **Approval of the minutes of the Special Meeting of February 17, 2016.** President Welch asked if there were any comments or questions from the Board or the public. There were none. **Director Johnson** moved to approve the minutes of the February 17, 2016 Special Meeting. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

8. Written Correspondence:

- A. **Letter from SDRMA Regarding a Longevity Distribution** – Chief Crabtree explained that they are the Districts Worker Comp. Insurer and that every year they give a rebate/discount to those who have been with them for a specified amount of time. He said that to date, the District has not been a member long enough to qualify for this but that next year we will.
- B. **Letter from CSDA Regarding the CSDA Board of Directors Call For Nomination Seat B – President Welch** read parts of the announcement and asked if anyone was interested. There was not any interest from the Board to be nominated.

9. Financial Reports:

- A. **Tuolumne County Trial Balance for January 2016** – President Welch asked if there were any comments or questions from the Board or the public. There were none.
- B. **Tuolumne County Budget Status Report for January 2016** – President Welch asked for comments or questions from the Board or the public. Director Johnson noted several budget items that are over budget: Regular Salaries, FICA, Clothing and Personal Supplies, and Maintenance Equipment. Also Professional Services is close to being over budget. Chief Crabtree noted that overall, the District is still within budget. There was also a brief discussion about budget categories that have been adjusted and are now reported in Dept. 550 which is used for revenues and expenses from grants, Auxiliary donations and other items not funded by tax payer dollars. President Welch asked if there were any further comments or questions from the Board or the public. There were none. **Director Johnson** moved to accept the Tuolumne County Organizational Budget Status for January 2016. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**
- C. **MWSP QuickBooks Expenses by Check and Credit Card for January 2016** – President Welch asked if there were any questions or comments from the Board or the public. Joan Walton asked if everyone had a copy in the Board Packets. It was discussed that the Board had decided that one copy would be available for anyone to view.

10. MWSPFPD Auxiliary Report – **President Ann Coleman** was not present, Joan Walton read her written report that is in the meeting record.

11. C.A.S.T. Report – **Tim Wallace** reported that the hydrant mapping has been turned over to Chief Crabtree and that they just have a few more to do. Two emergency lights that come on in a power outage have been installed. The VIP inspections will begin May 1, 2016 and they are looking for volunteer inspectors. A public meeting will be held for property owners and one will be held for those who may be hired to do clearing work.

12. Highway 108 Fire Safe Council Report – **Director Johnson** said that he did not attend the February 23rd meeting. The next meeting will be on April 5, 2016.

13. Captains' Shift Reports – **Captain Collier** went over and elaborated on the written reports that are in the meeting record.

14. Chief's Report – Chief Crabtree

- A. District Website** - The District currently does not have a website, partially due to the complexities of meeting Brown Act requirements. He is looking into using a website provider called Streamline to host a District website that will meet Brown Act requirements as well as those of a new regulation, SB272 requiring postings of “Enterprise Systems.” The cost will be \$600.00 per year.
- B. Media Relations** - Charity Maness has been appointed to write press releases for the District on a volunteer basis. She has written one already that appeared on MyMotherLode.com on Sunday, March 6th.
- C. Red Phone / Red Light** will be installed with direct dial to 911. The District has been working with Tuolumne County Sheriffs Dispatch center to make sure it won't interfere with 911 dispatching. He plans to ask the Auxiliary to fund them. Tim Wallace and Joe DiFilippo will install them.
- D. Columbia Parade** – the District has been invited to participate and is looking for volunteers.
- E. E775** – the FEPP engine is at Fleet Services for its annual DOT safety inspection.

15. Status of Grants – Chief Crabtree said that there was no real change in the ongoing grants but there are three new grant opportunities:

- A. FEMA AFG** - open until about March 25th
- B. VFA Grant** - a Forest Service grant administered by CAL FIRE, The District will submit an application.
- C. NVFC** - Globe Safety Gear will give away thirteen groups of four sets of turnouts nationwide. The District applied last year without success, but will refine the application and re-apply this year.

16. SRA FPF Grant Status Update – Tim Wallace informed the Board that a Site Supervisor has been hired and an encroachment permit has been obtained. The County produced a map for the project at no cost. The work began that morning, March 8th, on Pine Lake Dr. There was a brief discussion about the scope of the work, traffic control and signage. Chief Crabtree noted that Roger Peterson, CAL FIRE Forester, has been very helpful.

17. Unfinished Business: Business continued from previous meetings for Discussion, Consideration and Action as Appropriate:

A. Regular District Standing Committees: Reports, etc.

- 1. Budget – Director Johnson – Chair** – The committee did not meet.
- 2. Policies & Procedures (with Manual updates) – President Welch** – The committee did meet. They are still working on compensation, benefits and leave policies. They hope to have something to present to the Board at the April Meeting.

3. **Strategic Planning – Director Johnson – Chair** – The committee did not meet. They are short a member due to Bill Schneiderman’s resignation. Director Rucker will join the committee.

At 7:35 President Welch called for a short break. He thanked Nickie Doss for the refreshments.

At 7:45 President Welch called the meeting back to order.

18. New Business items for Consideration and Action as Appropriate.

- A. **Discussion, Consideration and Action as Appropriate** in regard to an Automatic Aid/Mutual Aid Agreement among Tuolumne County Fire Service Providers – Chief Crabtree gave a summary of the agreement which has been negotiated over the last few years. The District had previously had one concern, that it be clear that the Districts first priority would be to the District and its citizens and that there would never be an obligation to send resources outside of the District if it would adversely affect its ability to provide for them. Language was added to address this. He also explained that while the agreement required Board approval, it contains Addendum B which addresses specific areas that the District will agree to respond to and which can be modified at a later date by the Fire Chief. He recommended that the Board approve the agreement and authorize him to sign Addendum B. There was some discussion about response areas, nearby agencies and the wants and needs of the residents of the District. It was noted that the agreement incorrectly named Director Johnson as Board President. President Welch asked if there were any further comments or questions from the Board or the public. There were none. **Vice President Rucker** moved to approve the Automatic Aid/Mutual Aid Agreement among Tuolumne County Fire Service Providers with the corrections of the Board President’s name to Michael Welch and several minor typos. **Director Johnson** seconded. **Ayes: 3. Motion carried unanimously.**
- B. **Discussion, Consideration and Action as Appropriate** in regard to CAL FIRE Assistance by Hire (ABH) Agreement; Higher threshold before pay for CAL FIRE jurisdiction fires – Chief Crabtree summarized the agreement and explained how it is implemented. He recommended that the Board approve the agreement. If, at some time, the District is asked to rent equipment to CAL FIRE under the agreement, the District can make the decision at that time. In response to a question from Vice President Rucker, Chief White of CAL FIRE and Chief Crabtree explained the CFAA and ABH Agreements in more detail. President Welch asked if there were any further comments or questions from the Board or the public. There were none. **Director Johnson** moved to approve the CAL FIRE Tuolumne Calaveras Unit 2016 Local Government Assistance by Hire (ABH) Agreement. **Vice President Rucker** seconded. **Ayes: 3. Motion carried unanimously.**
- C. **Discussion, Consideration and Action as Appropriate** in regard to the modification of the existing contract with Chief Crabtree to address the change from half time to full time duty. The contract reverts to the terms and dates of his original full time contract with modifications to the dates and salary as needed to make it current. The ending date and current salary remain the same as they would have been under the original contract. There was a brief discussion regarding whether or not the District will look for a new Assistant Chief. Chief Crabtree said that he would like that but recommended that there not be any advertising or recruitment efforts. Chief Krussow will, at a later date, be able to fill in occasionally. Also, Chief Konklin is authorized by the Board to cover for up to twenty hours

a month. President Welch asked if there were any further comments or questions from the Board or the public. There were none. **Director Johnson** moved to accept the Mi-Wuk Sugar Pine Fire Protection District Fire Chief Employment Contract as amended. **Director Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

D. Discussion, Consideration and Action as Appropriate in regard to Deferred Compensation Plans – Chief Crabtree went over the material from Nationwide Retirement Solutions and recommended that the Board approve a 457b plan. There is no cost to the employer and it does not require an employer contribution, although there is the option of an employer contribution at a later date. There would be some administrative time involved and the County has been asked, but has not yet answered, to handle the payroll deductions. **Director Johnson** moved to approve the 457b Deferred Compensation Plan subject to the availability of Tuolumne County to handle the payroll deductions. **Vice President Rucker** seconded. **Ayes: 3. Motion carried unanimously.**

E. Discussion, Consideration and Action as Appropriate in regard to future staffing models with 3 platoons – Chief Crabtree went over and explained the reports that are in the meeting record. There was some discussion as to how these options would impact the District financially as well as operationally, and about the staffing models of other agencies. He said that while he is not proposing an immediate change, he would like to have a different staffing model in place for future use when there is a vacancy in the Captains position. President Welch asked if there were any comments or questions from the Board or the public. There were none. The Board directed Chief Crabtree to continue to research this possibility.

19. Discussion, Consideration and Action as Appropriate in regard to future partnership opportunities with neighboring local agencies – Chief Crabtree gave an update on his communications with neighboring agencies:

- A.** Tuolumne Fire – they do not currently have a Fire Chief. Jeff Santi, of Tuolumne Fire, has done vehicle maintenance for the District, at no charge, and Chief Crabtree would like to explore some type of vehicle maintenance arrangement with them.
- B.** Twain Harte Fire – they have had some success mending bridges. He is meeting with Chief McNeal, who is also Chief with Strawberry Fire, next week and plans to talk to him about that arrangement.

20. Other Business:

A. Board Members: Director Johnson reminded everybody that the Regular April Meeting was changed. Chief Crabtree noted that the time, day and location of the Regular Meeting is established by Policy, instead the Regular Meeting is cancelled and a Special Meeting will be held on April 5th. All regular business can be conducted except discussing executive officer compensation.

There were no other comments. President Welch said “we thank everyone who supports this Fire District”.

B. Audience/Attendee comments: President Welch invited comments from the public. There were none.

21. Adjournment.

There being no further business, President Welch adjourned the meeting at 8:47 P.M.

Bonnie Dahlin, Department Secretary

Approved by the District Board of Directors in the meeting assembled

April 18, 2016 _____
Michael Welch, President