



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

Special Meeting, 2:00 PM, Wednesday, March 6, 2024

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 2:01 PM
2. Pledge of Allegiance
3. Roll Call
 - a. President McDonald - Absent
 - b. Vice President Doss - Present
 - c. Treasurer Costa - Present
 - d. Director Schwarz - Present
 - e. Director Massman - Absent
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: David Straub and Tom Costa
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. Update on digitization of policy manual
 - a. Review and discussion of changes made to manual in Google Drive (all chapters) – See attached Notes From March 6, 2024 Special Meeting (referred to as ‘5a Notes’ below)
 - b. Review and discussion of Treasurer description 1.04.04 – recommend changing date for preliminary budget to June 30.
6. Update on progress of revisions to policy manual
 - a. New policies/SOGs to be written or incorporated into manual
 - i. Home Office Reimbursement – See 5a Notes #20
 - ii. District Health Insurance Policy – See 5a Notes #24
 - iii. Cannabis Use – no discussion
 - iv. Reproductive Loss Leave – Director Doss will work on
 - v. Workplace violence prevention safety plan – no discussion
 - vi. Rebuttal Presumption of Retaliation – See 5a Notes #23
 - vii. Acceptable Use Policy - See 5a Notes #21
 - viii. Fire Hydrant Testing SOG - See 5a Notes #22

- b. Current policies needing revision
 - i. 2.10.170 California Employment Development Department (EDD) - Paid Family Leave (PFL) to include in law – waiting for information from Tuolumne County
 - ii. Equal Employment Opportunity – no discussion
 - iii. Revisit Sick Leave Policy due to new DIR language – recommend board approve reverting to 1 hour accrued sick leave for every 30 hours worked for all employees. Will be on March 12, 2024 agenda.
 - iv. Retention schedule for compliance with changes in laws – Treasurer Costa will work on
 - v. Credit Card limits for Officers – recommend board approve increase to credit card limits for duty officers to \$5,000.00. Will be on March 12, 2024 agenda.
 - vi. Strike Team guidelines for meals and incidentals - See 5a Notes #26
- 7. 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 no comments or requests beyond items discussed above that will be placed on March 12, 2024 agenda.
- 8. Final audience comments: There were none.
- 9. Adjournment: 4:46 PM

Approved by the District Board of Directors in the meeting assembled March 12, 2024.

Jim McDonald, Board President

Notes from March 6, 2024 Special Meeting of the Board of Directors

- 1) Making manual available 0.00.024
 - a. We agreed manual will be available electronically but not to general public
 - b. Bonnie will check with Streamline to see if we can put it in a password protected area of the website
 - c. Need to make revisions to pages 6-8 in terms of how manual will updated, drop the reference to revision order, and adjust process for how it will be available
- 2) Updated description of Budget Committee to include membership description
- 3) At-will employment of part time and temporary workers
 - a. Chief would like confirmation that we can do this. Pauline will research and send him links
- 4) Update manual dropping section on District-supplied cell phones
- 5) Need to update job descriptions to remove EMT requirement, but this need Board approval. Bonnie will add it to agenda for March meeting
- 6) Remove job description for Site Supervisors, Fuel Reduction program
- 7) Drop all old job descriptions (e.g., fire captain, engineer, duty officer)
- 8) Verify description of duty officer is correct and update if needed
- 9) Send 4.04.023 to Chief for review
- 10) Drop Crabtree signature from SOGs. Add Chief Klyn's signature.
- 11) Revise 0.00.063
 - a. Simplify
 - b. Add policy updates to be posted on Bulletin board
 - c. Make sure old policies are archived
- 12) Modify mission statement to read "we serve" after "communities"
- 13) Bonnie will ensure we aren't violating Brown Act on **1.05.051**
- 14) Dropped 2.10.190 Military Leave since it only applies to companies with 50+ employees
- 15) Add "draft" watermark before posting for Board meeting
- 16) Chief will have Donnie review 4.06.001 for accuracy
- 17) Chief would like the Policy Committee to review and possibly revise the following policies:
 - a. 3.04.185
 - b. 3.04.186
 - c. 3.04.187
- 18) The following SOGs are being dropped from the Manual
 - a. 4.04.024 Mutual Aid
 - i. Needs to be added to Board agenda
 - b. 4.04.026 In and Out of District Response
 - c. 4.07.001 Known Driving Hazards
 - i. Side Note: I just realized this is a duplicate policy. Need to confirm with Chief if he wants both deleted.
- 19) 2.03.120 Sick Leave policy needs to go back to the Board
- 20) Home Office Reimbursement policy is not needed, per Legal.
- 21) David will compare the acceptable use policy he created to what is currently in our manual to see if any modifications are needed
- 22) The fire hydrant SOG is ready for inclusion but I need a SOG number. Need to work with Chief or Bonnie on that one.
- 23) David said the Rebuttal Presumption of Retaliation doesn't really apply to us with the exception of the 90-day time period but he will confirm with Legal. He'll also review our current wording on retaliation to see if what we have complies or contradicts with new law.
- 24) Pauline will send Ron the District Health Insurance Policy for him to finish up and secure legal review
- 25) Revision to Credit card limits for officers is finalized. It just needs to go to Board for approval
- 26) Chief made changes to Strike team policy, which we have incorporated. He just needs to work on wording for meals and incidentals.