



MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

Minutes of the Board of Directors
Mi-Wuk Sugar Pine Fire Protection District
Regular Meeting, 7:00 PM, Tuesday, June 13, 2017
Mi-Wuk Sugar Pine Fire Protection District
24247 Highway 108, Mi Wuk Village, California

1. Call to Order 7:00
2. Pledge of Allegiance
3. Roll Call
 - a. President Welch Present
 - b. Treasurer Johnson Present
 - c. Director Klipple Present
 - d. Director Doss Present
 - e. Also Present:
 - i. Chief Crabtree Present
 - ii. Department Secretary Dahlin Present
 - iii. Others Chris Coulter - SCI
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 no comments or questions.
5. PUBLIC HEARING: Benefit Assessment for FY 16/17 and Engineer's Report
 - a. Open Public Hearing regarding Benefit Assessment for FY17/18: 7:03
 - b. Review of Engineer's Report for Fire Protection and Emergency Response Services Assessment dated June 2017; Chief Crabtree introduced Chris Coulter from SCI to present the Engineer's Report.
 - c. Public Comment
 - d. Close Public Hearing: 7:12
6. Approval of Minutes of the May 9, 2017 Regular Meeting. Action: Director Klipple moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
7. Written Communications: (Two late items which are in the meeting record.)
 - a. Email dated June 6, 2017 from Kathleen Haff to Larry Crabtree regarding TPPA.
 - b. Email dated June 13, 2017 from Larry Crabtree to Terry Lewis regarding the Interim Report of the Strategic Plan Operational Integration Committee

8. Reports:

- a. Financial Reports
 - i. Trial Balance from Tuolumne County Treasurer's Office; Effective April 30, 2017. No Action Required
 - ii. Budget Status Report from Tuolumne County Treasurer's Office; Effective April 30, 2017. Action: Director Johnson moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
 - iii. Expenses by Check and Credit Card; MWSP Quick Books; Effective April 30, 2017. No Action Required
- b. Auxiliary Report: Sherry Blake, MWSPFPD Auxiliary President, read her written report which is in the meeting record.
- c. Community Assistance Support Team (CAST) Report: Tim Wallace was not present.
- d. Highway 108 FireSafe Council Report; Director Johnson stated that the council did not meet.
- e. Chief's Report; Larry Crabtree, Fire Chief. No Action Required
 - i. FEMA – Grant application submitted for new fire engine. Still pending.
 - ii. FP&S – Grant application submitted for smoke and carbon monoxide detector installation program.
 - iii. VFA – Grant application for PPE, saws and high visibility jackets.
 - iv. Handi-Talkies – He met with Chief Ten Eyck to discuss the need for radio identifiers for the handi-talkies and a frequency sharing agreement for the three frequencies that the District has FCC licenses for.
 - v. Tuolumne County Tree Mortality – The County has a SRA Fee Grant but they will not be able to do it on a fee sharing basis as planned. They are still working on how to proceed.
 - vi. Tuolumne County Amateur Radio & Electronic Society – He would like to explore the possibility of allowing the club to put a repeater and equipment on the District property at no charge except a portion of the needed electricity.
 - vii. VIP Inspections – He talked to Battalion Chief Patton regarding the 'glitches' in the mailing of inspection notices.
 - viii. LAFCO – They have revised their budget and it no longer includes a \$1500 fee for each of the Special Districts.
 - ix. MSR – He is working with Craig Konklin in gathering data for the 5 year Municipal Services Review that is coming due in 2017/2018.
- f. Strategic Plan Update; Larry Crabtree, Fire Chief. There was no update from the Fiscal Planning Committee. The Operational Integration Committee provided two documents which are in the meeting record. Chief Crabtree had already shared these with the local agencies who were mentioned in them or may have an interest in them. He also invited them to come to the board meeting with questions or concerns. Chief Crabtree asked Cal Fire Chief White, who was present, if he had any comments or questions he replied, 'I see it as a draft and I prefer not to comment on it at this time.'

- g. District Budget Committee; Director Johnson went over the process and projections that were used to develop the preliminary budget that is on the agenda for approval. Jim Gibson suggested that a line by line comparison to last years' budget be included when the final budget is presented for approval.
 - h. District Policies & Procedures Committee; Director Doss – The committee did not meet.
9. Action Items:
- a. Resolution No. 2017.06.13.1 Approving Engineer's Report, Confirming Diagram And Assessment, And Ordering The Levy Of Assessments For Fiscal Year 2017-18 For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment; Director Doss moved to approve. Director Klipple seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
 - b. Mi-Wuk Sugar Pine Fire Protection District Financial Statements and Independent Auditor's Report for the year ended June 30, 2016 prepared by Blomberg & Griffin Accountancy Corporation; This item was postponed to the July meeting.
 - c. Review and adoption of the Preliminary Budget for FY 17/18, for the amount of \$706,281.00, pursuant to Health & Safety Code section 13890 and directing the Chief to post a notice pursuant to section 13893. Director Johnson moved to approve. Director Doss seconded. Ayes: 4. Noes: 0. Motion carried unanimously.
 - d. Possible revision to Policy and Procedures Administrative Manual: Chapter 2.18 Appendices due to minimum wage law; Director Johnson asked for direction from Chief Crabtree and the board for possible new pay scales. Chief Crabtree, Director Doss and Director Johnson will meet to develop new compensation policy and rates to bring to the board.
 - e. Fire Chief Job Description; Chief Crabtree. The board members each will review the draft Job Description and address it at the next Regular Board Meeting.
 - f. Board selection of a new Vice President to assume the office vacated by Micki Rucker on February 14, 2017. No action was taken.
10. Director's Comments and Requests: Directors may report about various matters involving the District or may request matters be included on subsequent meeting agenda(s) for discussion and/or action. Discussion will be limited to that necessary to clarify an issue or request. No action will be taken. There were no comments.
11. Final audience comments. There were no comments.
12. Adjournment: 9:40

Approved by the District Board of Directors in the meeting assembled July 10, 2017

Michael Welch, President