



# MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

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

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## Minutes

Mi-Wuk Sugar Pine Fire Protection District  
Board of Directors

Regular Meeting, 6:00 PM, Tuesday, June 13, 2023

Mi-Wuk Sugar Pine Fire Protection District  
24247 Highway 108, Mi Wuk Village, California

1. Call to Order - 6:00 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: Chris Coulter from 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 none.
5. PUBLIC HEARING: Benefit Assessment for FY23/24 and Engineer's Report
  - a. Open Public Hearing regarding Benefit Assessment for FY23/24 – 6:02 PM
  - b. Review of Engineer's Report for Fire Protection and Emergency Response Services Assessment dated June 2023. – Chris Coulter of SCI explained the process used for the Engineers Report, how the 4% increase to the Benefit Assessment was determined and answered questions from the board.
  - c. Public Comment - There were no questions or comments from the public.
  - d. Close Public Hearing – 6:11 PM
6. Resolution No. 2023.06.13.1 Approving Engineer's Report, Confirming Diagram And Assessment, And Ordering The Levy Of Assessments For Fiscal Year 2023/24 For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment.  
Moved to Approve: Director Doss   Seconded: Vice President Afshar  
Ayes:   5   Noes:   0   Absent:   0   Abstain:   0

7. Approval of the Minutes of the May 9, 2023, Regular Meeting.  
Moved to Approve: Director Schwarz   Seconded: Treasurer Costa  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
8. Written Communications: There were none.
9. Reports:
  - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, was not present. President McDonald read her written report that is in the meeting record.
  - b. CAL FIRE Report: No report.
  - c. Chief's Reports: James Klyn, Fire Chief, reported that the regional grant for SCBA's has been approved. The Auxiliary has committed to an \$8000.00 donation for the District's share of the costs. He also reported that Captain Sedlmeyer has in been contact with an individual who would like to donate a carport or shed which would be used for the tractor.
10. Standing Committee Reports for Discussion and Action:
  - a. District Policies & Procedures Committee: Director Doss reported that they did not meet.
  - b. Treasurers Report on Budget Committee and April Financial Summary; Treasurer Costa reviewed the April reports and noted that there are some over budget items and a couple of items that are due to misposts by the County which will be corrected.
    - i. Receive Tuolumne County Financial Reports
      1. Tuolumne County Trial Balance for Month Ending April 30, 2023
      2. Tuolumne County Budget vs Actual for Month Ending April 30, 2023Moved to Receive: Vice President Afshar   Seconded: Director Doss  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
11. Discussion and Action Items:
  - a. Review and adoption of the Preliminary Budget for FY 23/24 pursuant to Health & Safety Code section 13890 and directing the Fire Chief to post a notice pursuant to section 13893; Treasurer Costa reviewed the preliminary budget, noting that the June reports will be used to develop the final budget in September. She also reported that the budget committee increased the budget for SDE-Awards & Certificates to \$500.00 as suggested at a previous board meeting and requested that the Policy Committee develop a policy for a Firefighter of the Year Program with a recommended award of \$100.00.  
Moved to Adopt: Director Doss   Seconded: Treasurer Costa  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
  - b. Adoption of the Mi-Wuk/Sugar Pine Fire Protection District, Tuolumne County, California District Manual, (originally) Adopted July 10, 2012, in its current version, including all revisions and additions subsequent to July 10, 2012, and superseding all prior policies contained within the Lexipol system; Chief Klyn informed the board that the Policy Committee will need to go through it and bring it up to date with all revisions since 2012 consolidated and reformatted within the manual. The manual will then be accessible in one place, possibly on the District website. He will also look into hiring someone to digitize the manual. Treasurer Costa offered to help.  
Moved to Adopt: Treasurer Costa   Seconded: Director Doss  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_

- c. Lease Renewal from the California Department of Transportation District 10 Central Region Right of Way extending the rental term on a lease agreement dated 9/21/2017, identified as Account No. 10-007317-0001-02, for an additional five years ending 2/29/2028; Chief Klyn informed the board that it is basically the same terms, with the annual payment remaining at \$135.00.  
Moved to Approve: Vice President Afshar    Seconded: Director Doss  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
- d. Revision to Vehicle Rental Agreement dated 9/13/2022 between the District and James Krussow for E775, a 2008 Ford F350 Type VI, VIN ending 9459; Chief Klyn and Volunteer Asst. Krussow informed the board of several changes to the agreement made to reflect the change in ownership of the vehicle from Asst. Chief Krussow to his wife's, business. Chief Klyn noted that there is a typo in the third from last paragraph on page 1, CFAS should be CFAA, which will be corrected in the final agreement. The revised agreement will be between the District and Delfred Carol Dodrill.  
Moved to Approve: Vice President Afshar    Seconded: Director Doss  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
- e. SDRMA Board of Directors 2023 Election Ballot; No action was taken.
- f. Letters from Fiona Ma, CPA, Treasurer, State of California Re: ScholarShare 529 and possible enrollment in the ScholarShare 529 Workplace Savings Program; - Tabled  
Office Manager Dahlin will contact the Tuolumne County payroll department to see if they will be able to accommodate the payroll deductions.
- g. Board approval to remove the gutters from the station building; Chief Klyn explained that nearly every year the gutters are damaged by the snow and he is considering removing them, with board approval. The consensus of the board was to delegate the decision to Chief Klyn.
- h. Community Room / Training Room equipment quotes; Director Doss reported on the work that has been done to date and provided a list of the costs for the various components of the project, which is in the meeting record. Auxiliary Treasurer Joan Walton informed the board that the Auxiliary can cover \$8450 for the sheetrock of \$3950, \$1500 towards painting, and \$3000 towards the floor (including the prep equipment rental and staining) using the rest of the Chief's Discretionary Fund for 2023 and other Auxiliary funds. The consensus of the board was to wait on the electronic package.  
Treasurer Costa moved to approve the expenditures for painting, sheet rocking and flooring (as listed above).  
Seconded: President McDonald.  
Ayes: \_\_5\_\_ Noes: \_\_0\_\_ Absent: \_\_0\_\_ Abstain: \_\_0\_\_
- i. IEC – In-Service Training Program update; Director Doss reported that the hours for the VIP Defensible Space Inspections qualify to earn credits in this program.
- j. Hydrant testing program with Mi Wuk Village Mutual Water Co. update; Director Doss reported that he talked to the general manager and they are still working on this.
- k. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss did not have anything new to report.

1. Proposal from Assurance Development, authorized representative for Vertical Bridge, to lease District property for a cell phone tower, and revised Option and Lease Agreement between Mi-Wuk Sugar Pine Fire Protection District and VB BTS II, LLC, a Delaware limited liability company; Chief Klyn reported that the red-lined copy of the revised agreement is in the packets so that the changes made after the Districts suggested changes and those made by their legal team can be seen. He noted some of the changes, including that they added a section that allows the District to put a repeater on the tower at no charge and they want to make it taller than originally planned. Legal has reviewed it. One concern that was not addressed before, and is not included in the agreement, is that there is no requirement that they provide documentation of their profit, of which the District is to receive 25%. Legal has advised that that can be addressed at a later date.  
Director Doss moved to accept the proposed contract from Assurance Development for Vertical Bridge for the cell tower installation with the agreement that they pay \$8000.00 up front, \$2000.00 per month once the program begins in a couple of years, and 25% of the profit with an annual increase of 2%.  
Seconded: Director Schwarz  
Ayes:   5   Noes:   0   Absent:   0   Abstain:   0
12. Continuing Business – Discussion Only. No Action Items:
  - a. Staffing Levels and Recruitment – Chief Klyn reported that one firefighter is leaving for a position with Cal Fire. Staffing is still good.
  - b. Fleet – no report.
13. 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.
14. Final audience comments: Jim Krussow reported that he has received three more digital radios from Cal Fire.
15. Adjournment: 7:58 PM

Approved by the District Board of Directors in the meeting assembled July 11, 2023.

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Jim McDonald, Board President