



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, May 9, 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 - Absent
 - c. Treasurer Costa - Present
 - d. Director Doss - Present
 - e. Director Schwarz - Absent
 - f. Also Present:
 - i. Chief Klyn - Present
 - ii. Office Manager/Board Clerk Dahlin - Present
 - iii. Guests: There were none.
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. – James Krussow requested that a revision to the rental agreement between himself and the District be placed on the next agenda. He also reported that the wildland safety class will be held at the Word of Life Church on May 10th and that his contact at Cal Fire has 1-3 digital radios available for the District engines.
5. Approval of the Minutes of the April 11, 2023 Regular Meeting.
Moved to Approve: Director Doss Seconded: Treasurer Costa
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0
6. Written Communications: There were none.
7. Reports:
 - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President, was not present. President McDonald read her report that is in the meeting record.
 - b. CAL FIRE Report: No report
 - c. Chief's Reports: James Klyn, Fire Chief, read and elaborated on his written report that is in the meeting record.

8. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss. There was no meeting.
- b. Treasurers Report on Budget Committee and March Financial Summary; Treasurer Costa reviewed the reports and informed the board that the committee began work on FY24 preliminary budget.

i. Receive Tuolumne County Financial Reports

- 1. Tuolumne County Trial Balance for Month Ending March 31, 2023
- 2. Tuolumne County Budget vs Actual for Month Ending March 31, 2023

Moved to Receive: Director Doss Seconded: President McDonald

Ayes: 3 Noes: 0 Absent: 2 Abstain: 0

9. Discussion and Action Items:

- a. Resolution 2023.05.09.1 Intention To Levy Assessments For FY 2023/24, Preliminarily Approving Engineer's Report, And Providing For Notice Of Hearing on June 13, 2023, For The Mi-Wuk/Sugar Pine Fire Protection District Fire Suppression And Protection Services Assessment; President McDonald reviewed the process of the continuation of the benefit assessment. There is a proposed increase for FY24 of 4%, which equates to \$248.33 per single family equivalent. It was noted that the description of staffing needs to be updated in the final report to include the strike team funded health benefits.
Moved to Approve: President McDonald Seconded: Director Doss
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0
- b. Renewal or cancellation of Lexipol subscription set to renew July 1, 2023, for approximately \$3,320; Chief Klyn described the policy and training services subscribed to from Lexipol and explained that it is not user friendly, does not include many policies that are needed by the District and has not met his expectations.
Director Doss moved to discontinue the contract with Lexipol and authorize Office Manager Dahlin to submit the notification as required.
Seconded: Treasurer Costa
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0
- c. Establish Firefighter of the Year program, including a standard monetary award to be budgeted for in SDE Awards & Certificates – 528184; Director Doss discussed the need to budget more for this in the future. President McDonald referred this to the Budget Committee.
- d. Update on hydrant testing & maintenance program; Director Doss discussed a checklist of the items the firefighters would be trained on, which will be included in a future policy. He also updated the board on the status of the program being worked on with the water company.
- e. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss informed the board that they need to determine the amounts to be charged for each service, which could be based on OES rates.
- f. Replace tractor with one that will better suit the needs of the District - Tabled
- g. 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 Vertical Bridge Development, LLC; Chief Klyn reported that he had the boards requested changes to the contract reviewed by legal and submitted them to Assurance Development. They sent it to their legal department and did not send it back to him until 30 minutes before this meeting which did not allow enough time to review it – Tabled

10. Continuing Business – Discussion Only. No Action Items:

- a. Staffing Levels and Recruitment – Chief reported that there is only one open position and there are applicants.
- b. Fleet

11. 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.

12. Final audience comments: Jim Krussow reported that he provided some PR for the District in the course of teaching classes for Cal Fire and attending a Meet and Greet. David Straub reported that he and Kaleb represented District at a First Responders Meet and Greet at the fairgrounds with E774 and U779. Treasurer Costa invited them to be involved in an upcoming Meet and Greet at the station being planned by the Auxiliary.

13. Adjournment – 7:20 PM

Approved by the District Board of Directors in the meeting assembled June 13, 2023.

Jim McDonald, Board President