



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, March 14, 2023

Mi-Wuk Sugar Pine Fire Protection District

24247 Highway 108, Mi Wuk Village, California

1. Call to Order – 6:02 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: There were none.
4. Swearing in and badge pinning of Firefighters; Chief Klyn swore in Intern Firefighter Marques and pinned his badge on him.
5. 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.
6. Approval of the Minutes of the February 16, 2023, Special Meeting.
Moved to Approve: Vice President Afshar Seconded: Director Schwarz
Ayes: 5 Noes: 0 Absent: 0 Abstain: 0
7. Written Communications: There were none.
8. Reports:
 - a. Auxiliary Report: Ann Coleman, MWSPFPD Auxiliary President: No report.
 - b. CAL FIRE Report: No report.
 - c. Chief's Reports: James Klyn, Fire Chief, reported that the District has had a crew on an ABH strike team for the past week, in response to the extreme weather, and a utility has been on assignment as well. They will be released on 3/15/23.

9. Standing Committee Reports for Discussion and Action:

- a. District Policies & Procedures Committee: Director Doss reported that it was discussed that if the District moves forward with the cell tower the District will need written policies to address it.
- b. Treasurers Report on Budget Committee and January Financial Summary; Treasurer Costa noted that some items show that they are over budget but that the adjustments made at the February meeting are not yet reflected in the reports. President McDonald noted that the cash balance is very healthy because the District has received almost all of the strike team revenue earned to date.

i. Receive Tuolumne County Financial Reports

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

Moved to Receive: Vice President Afshar Seconded: Treasurer Costa

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

10. Discussion and Action Items:

- a. Local Ordinance for Cost Recovery Committee Report and possible draft resolution; Director Doss reported that he has received a copy of the proposed contract which he will provide to Chief Klyn and Gregory Oliver to review. The District needs to determine the cost of each service, which could be based on OES rates, and decide whether or not to work with a collection agency for those who do not pay. - Tabled

- b. Proposal from Assurance Development, authorized representative for Vertical Bridge, to lease District property for a cell phone tower; Chief Klyn informed the board that the company representative will not be present to answer questions. – Tabled

- c. Receive Mi-Wuk Sugar Pine Fire Protection District Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2022, prepared by Blomberg & Griffin Accountancy Corporation; Office Manager Dahlin noted that she brought it to the attention of John Blomberg that recorded value of the water tender, included in the additions to Equipment /Vehicles, needs to be adjusted by \$5655 which he determined could be addressed in the next audit.

Moved to Receive: Director Doss Seconded: Vice President Afshar

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- d. Levy Administration Services Agreement between Mi-Wuk Sugar Pine Fire Protection District and SCI Consulting Group for FY 2023/24 through FY 2025/26 with an annual cost the 1st year of \$7,380, 2nd year - \$7,600, 3rd and final year - \$7,830; Office Manager Dahlin informed the new Directors that SCI is the company that administers the Benefit Assessment which is up for renewal annually following a Public Hearing each June.

Moved to Approve: Director Schwarz Seconded: Treasurer Costa

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

- e. Appointment of Treasurer Costa to be a "Level Manager Approver" on the PNC credit card website for County issued District credit cards who will be authorized to electronically review and approve credit card transactions as required by Tuolumne County Auditor's Office. She will replace Vice President Afshar, who filled that role while the board did not have a Treasurer; President McDonald explained the credit card transaction approval process.

Moved to Approve: Director Doss Seconded: Director Schwarz

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

f. Replace tractor with one that will better suit our needs; Chief Klyn explained the difficulties with relying on the current tractor for snow removal. He reported that he would like to replace it with a used, enclosed cab, wheeled skid steer tractor. Two examples cited that are currently for sale were a 2022 for \$62,000 and a 2016 for \$45,000. Other options, such as short-term leasing, were discussed. The consensus was that there is a need for better snow removal equipment and that more information will be obtained regarding the various options.

g. Authorize the Auxiliary to charge their annual fee for QuickBooks on a District credit and reimburse the District;

Moved to Approve: Vice President Afshar Seconded: Director Doss

Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

h. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: Fire Chief – President McDonald adjourned the board to closed session at 6:48 PM.

i. Return to Open Session 7:50 PM

j. Report on Closed Session; President McDonald reported that the evaluation was completed and that Chief Klyn will remain in his position and they are looking forward to another year.

k. Revised Fire Chief Employment Contract between the Mi-Wuk Sugar Pine Fire Protection District and James Klyn; President McDonald explained that the new agreement provides a stipend for Chief Klyn in the case that he covers an officers shift due to OES deployments and what he is paid if he is deployed.

Vice President Afshar moved to approve the revised Fire Chief Employment Contract with a change in the stipend from \$200.00 to \$400.00.

Seconded: Director Schwarz

Ayes: __5__ Noes: __0__ Absent: __0__ Abstain: __0__

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

a. Staffing Levels and Recruitment – Chief Klyn reported that Engineer Scheller and Intern Firefighter Marquez are both leaving. He hopes to fill the engineer position in about one month.

b. Fleet – Chief Klyn reported on the following: the Kubota had fuel in its injectors but has been fixed, he plans to look into a plow blade for his truck, he has been having issues with County plows blocking in C770 with plowed snow at his residence.

12. 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.

It was noted that the Directors would like to make changes to the evaluation form prior to next years' evaluation and possible changes to the agreement so that the language for both coincide.

Director Doss reported that he has talked to IEC about hosting a class at the station. He requested that the board discuss developing the community room as a training classroom at the next meeting.

13. Final audience comments:

14. Adjournment: 8:07 PM

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

Jim McDonald, Board President